Confidential





**Application for Employment**

|  |  |
| --- | --- |
| **Development and Engagement Officer**Winchburgh Community Development Trust  | How did you hear about this vacancy?  |

**Personal Details (Block capitals or typescript)**

|  |  |
| --- | --- |
| Surname:  Mr/Mrs/Miss/Ms:  | First Names:  |
| Previous and Other names: Address:    Postcode:   | Contact details:Email:Telephone:  |
| Nationality:   | Do you require a Work Permit to be employed in the United Kingdom?[ ]  YES [ ]  No  |

**Career History (in chronological order)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of recent and previous employers  | From To  | Appointments held and brief descriptions and current salary  | Reason for Leaving  |
|  |  |  |  |

## Education and Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary School/ College/ University attended  | Full or Part time  | From To  | Course(s) taken or currently studying  | Examination results (incl. grades)  |
|  |  |  |  |  |
| Other relevant learning and development:      |  |
| Professional Qualifications: Professional Body: Date of Qualification: |  |

## General Information

|  |
| --- |
| **GENERAL INFORMATION**  |
| Explain why you are interested in this position. With reference to the Job Specification, please demonstrate how your experience, skills and abilities match the role requirements. (Continue on a separate sheet if necessary)   |

## Interview

Do you have any particular requirements for interview.

**Please note that all candidates are treated equally regardless of their age, sex, sexual orientation, marital status, race, ethnic origin, religious belief or disability.**

**References**

|  |
| --- |
| Give names and addresses (and telephone numbers, if possible) of two referees. The first should be your present or most recent employer. The second may be a personal referee.  |
| 1.Recent Employer:     Tel: | 2.Personal:     Tel: |
| May we approach them prior to interview? 1. [ ]  YES [ ]  No 2. [ ]  YES [ ]  No(Referees will only be contacted following provisional offer of employment.) |

## Miscellaneous

What notice period do you have to give?

Have you ever been involved in work based disciplinary action?[ ]  YES [ ]  No

If “yes”, please give details.

Criminal records data is processed as part of our recruitment and selection processes and, where necessary, in the course of employment, we verify that candidates are suitable for employment or continued employment to comply with legal and regulatory obligations to which the Trust is subject.

To the best of my knowledge the above facts are a true statement of myself. I accept that providing deliberately false information could result in my dismissal.

Signature of Applicant: Date:

For Organisation use

Date received

Invite to interview [ ]  YES [ ]  No Reject letter date

Interview date

Offer letter date Offer letter date

Closing date for applications is 5pm **Monday 29th November**.

Email the completed form with an electronic signature to **winchburghcdt@gmail.com** or

 post completed paper copies to:

**Winchburgh Community Development Trust**

**37 Miller Street**

**Winchburgh**

**West Lothian**

**EH52 6WP**