

**Tayside Deaf Hub, The Old Mill, 23 Brown Street**

**Dundee**

**DD1 4LY**

**Tel. (01382) 201077**

**Text 07711462385**

**Fax (01382) 201077**

# APPLICATION FOR EMPLOYMENT

Please complete all sections in type or black ink (for photocopying purposes)

All information given will be held in the strictest confidence

POST APPLIED FOR:

## PERSONAL DETAILS

Surname: ………………………………….. Initials: ……………….

Address: ………………………………………………………………………...

………………………………………………………………………………………...

Postcode: …………………… Email: ………………………………..

Tel. No.: Home ………………………….. Work …………………………

## EDUCATIONAL RECORD

### Secondary Education

Name of School From To Courses/Subjects taken,

 detailing achievements

### Further Education

#### University/College/Learning From To Courses/Subjects taken,

Establishment attended (incl. detailing achievements

correspondence)

### Training/Development Details

(apprenticeships, job related courses etc.) From To

### Professional Qualifications/Membership of Institutes or Societies

## EMPLOYMENT DETAILS - Please list all employment details, giving current (or most recent employment first)

Employer’s Name & Address Post Title From To Reason for Leaving

#### Notice required to present employer:

## EXPERIENCE (please try and relate this to what we are looking for in the person specification)

#### In present or most recent post

###### In previous employment

## PART-TIME EMPLOYMENT

Do you have any part-time employment in addition to your normal full-time employment? (YES/NO)

If “YES”, please give details.

## ADDITIONAL INFORMATION

#### Please outline any career ambitions you may have

Please detail other information in support of your application, including experience in unpaid activities, hobbies and interests.

## DRIVERS DECLARATION

#### Do you hold a full, clean current driving licence? Y/N

Have you at any time in the last five years been convicted of any motoring offence? Y/N

Have you during the past ten years had your licence suspended? Y/N

At the date of signing this form, is there any prosecution pending or has anything occurred which may result in a future prosecution? Y/N

## CRIMINAL CONVICTIONS

Please give details of any prosecutions for which you have been found guilty.

If none, please state “NONE”.

 Date Details of Offence Sentence

## REFEREES

It is normal practice for references to be requested before interview. Note that **at least one referee should be your present or most recent employer**. If this is not possible, you must state the reason why he/she cannot be contacted.

Reason ……………………………………………………………………………………

1. Name: ……………………………. 2. Name: ……………………………

 Address: …………………………. Address: …………………………

 …………………………………… ……………………………………

 …………………………………… ……………………………………

 Occupation: ……………………… Occupation: ………………………

 Relationship Relationship

 To Applicant: ………………….. To Applicant: …………………..

Signature: ………………………………………… Date: ……………………………

##### When complete please return this form to:

Mrs Alana Harper

CEO, Deaf Links,

Tayside Deaf Hub, The Old Mill, 23 Brown Street, Dundee, DD1 5EF