**REVIVE MS SUPPORT (Scottish Charity No. SC022886)**



### APPLICATION FOR EMPLOYMENT

|  |  |
| --- | --- |
| **POST APPLIED FOR:** | **REF NO:** |

**PERSONAL DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Title |  | First Name(s) |  | | Known as |  | |
| Surname | |  | | Phone (day) |  | May we ring you at work if discreet? |  |
| Address | |  | | Phone (eve) |  | | |
|  | |  | | Mobile |  | | |
| Postcode | |  | | E-Mail |  | | |

**EMPLOYMENT RECORD**

|  |
| --- |
| **PRESENT OR MOST RECENT EMPLOYMENT** |

|  |  |
| --- | --- |
| Name of Organisation | Address |
| Nature of Business |
| Job Title | Start Date       Finish Date |
| Please outline your main tasks, responsibilities and achievements: | |
| Present Salary or Scale | Period of Notice Required |
| Is this your present employer or your most recent employer? | |
| Reason for leaving | |

**HEALTH INFORMATION**

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| Do you have, or have you had, any recurring health problems likely to affect you ability to fulfil the requirements of this post? YES  NO |
| Please give details of any significant sickness absence over the past two years (including number of days off) |

**DRIVING**

Do you have a current driving licence? Yes  No  Provisional  Full

Do you have regular access to a car? Yes  No

**EMPLOYMENT RECORD (continued)**

**Please give details of your employment history (other than your most recent employment) including any gaps. Please continue on the separate sheet provided if necessary.**

|  |  |
| --- | --- |
| Organisation | Job Title |
| Start Date       Finish Date | Reason for leaving |
| Please outline your main tasks, responsibilities and achievements: | |
| Organisation | Job Title |
| Start Date       Finish Date | Reason for leaving |
| Please outline your main tasks, responsibilities and achievements: | |
| Organisation | Job Title |
| Start Date       Finish Date | Reason for leaving |
| Please outline your main tasks, responsibilities and achievements: | |
| Organisation | Job Title |
| Start Date       Finish Date | Reason for leaving |
| Please outline your main tasks, responsibilities and achievements: | |

**EDUCATION AND TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Secondary, Further and Higher Education**  Subjects studied, Certificates or Qualifications (most recent first) | **Grade** | **Awarding Body**  **Eg School, College or university** | **Date obtained** |
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**SUPPORTING STATEMENT**

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| Please explain why you are applying for this position, making particular reference to the job description/person specification requirements. Please also provide any other information which you believe would to be relevant to support your application. Please continue on a separate sheet if necessary. |

**SECURITY**

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| Have you ever been convicted of a criminal offence? YES  NO  If YES, please give details unless the conviction can be regarded as “spent” in terms of the Rehabilitation of Offenders Act 1974 (continue on a separate sheet if necessary) |

**REFERENCES**

|  |
| --- |
| Please give two people who can provide references (one of whom should be your **present or most recent employer**, the other **someone who knows you well but is not a relative**). |

|  |  |  |  |
| --- | --- | --- | --- |
| Employment Referee | | Character Referee | |
| Name |  | Name |  |
| Job title |  | Job title |  |
| Org’n |  | Org’n |  |
| Address |  | Address |  |
| Postcode |  | Postcode |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Capacity in which they know you/length of time known | | Capacity in which they know you/length of time known | |

When may we contact your employer for a reference?

**DATA PROTECTION**

|  |
| --- |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. By signing the application form we assume that you agree to the processing of any sensitive personal data in accordance with our registration with the Data Protection Information Commissioner. |

**DECLARATION**

|  |
| --- |
| **I confirm that the information contained within this application is, to the best of my knowledge and belief, true in all respects. I understand that providing false or misleading information will disqualify me from selection or, if appointed, may result in my dismissal. I give permission for the form and references to be copied to those involved in the selection and interview process.**  Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please use a digital signature and email this form to** [**elinor@revivemssupport.org.uk**](mailto:elinor@revivemssupport.org.uk) **or print and sign / date this box and post it to Elinor Waiters, Revive MS Support, 29 Dava St, Glasgow, G51 2JA. Thank you.** |

**Please use this sheet for further details of employment history (if required)**

|  |  |
| --- | --- |
| Organisation | Job Title |
| Start Date       Finish Date | Reason for leaving |
| Please outline your main tasks, responsibilities and achievements: | |
| Organisation | Job Title |
| Start Date       Finish Date | Reason for leaving |
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