

## **Application for Employment**

Thank you for your interest in working for the Good Morning Service.

We welcome applications from individuals who have a good understanding of their own skills-set, experience, time commitments and how they might benefit the organisation.

Please carefully consider what you can contribute and what you hope to gain from working for the Good Morning Service.

Please complete, sign and return this application form by post or by email to <a href="mailto:posts@goodmorningservice.co.uk">posts@goodmorningservice.co.uk</a>.

We welcome additional information which add character to your application.

When complete return to:

Chief Executive

Good Morning Service G4, Flemington House 110 Flemington Street

Glasgow G21 4BF

For Official Use Only	
Date application received	
Candidate reference number	
Short listed for interview?	
Date of interview	

# **Application for Employment**

Post Applied For:



No. Hours Per Week: \_\_\_\_\_

Candidate Number:	(leave blank)	
Notes:		
Hand written applications are preferable.		
Please complete all sections.		
Sections A below will be detached from the rest of the application and that information will not be available to the short listing panel.		
We do not accept faxed applications. A completed and signed application form should be emailed or posted to the address on the cover page by the closing date.		
SECTION A: PERSONAL DETAILS		
Forename:Sui	name:	
Full Address:		
	Postcode:	
Telephone No. (Home):	Mobile:	
relephone No. (Florine).	IVIODIIE.	
Telephone No. (Work):	(If convenient)	
Email address:		
Email address:(in cap	pital letters)	

### **SECTION B: HEALTH INFORMATION**

Applications from disabled candidates are welcomed and the organisation will make every effort to ensure a fair selection process. Please describe below any reasonable adjustments which you feel should be made to the recruitment process to assist your application for the position, in relation to attending for interview:
Please describe below any reasonable adjustments which you feel should be made to the employment position itself, if you are successful, which would enable you to carry out the job duties:

### **SECTION C: GENERAL INFORMATION**

REHABILITATION OF OFFENDERS ACT 1974 - If you have previously been convicted of any offences, please give details unless the conviction can be regarded as "spent" in terms of the Rehabilitation of Offenders Act 1974. See the guidance notes at Disclosure Scotland for completing this application form for more information. If the position which you have applied for has been assessed as eligible for a Disclosure check, this will also be carried out prior to verification of employment.

### **SECTION D: EDUCATION AND TRAINING**

Please list examination passes achieved at school or in further education.

Qualification / level	Subjects	Grades

Please provide details of any higher education undertaken.

University or college	Degree or qualification obtained	Duration

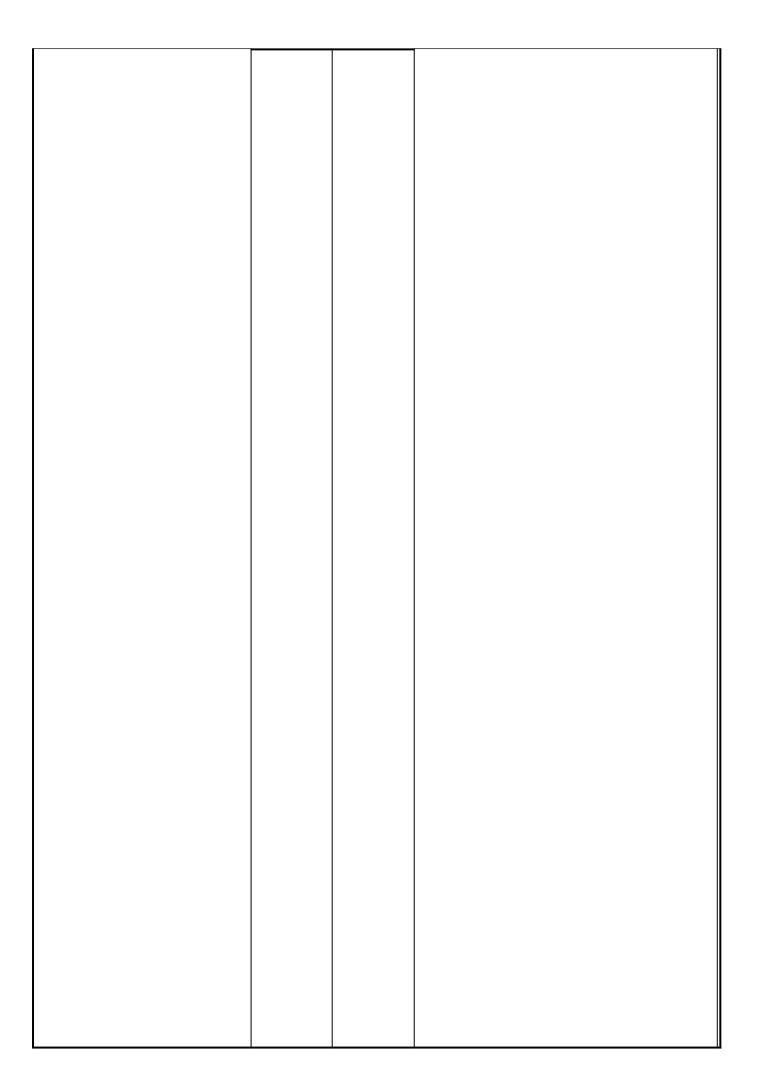
Please provide details of any professional qualifications held not listed above.

Qualification	Relevant body	Duration

Name of course	Provided by	Date
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### **SECTION E: EMPLOYMENT RECORD**

Present or Most Recent Employment			
Name and address of organisation:			
Nature of business:			
Post held:			
			e left (if applicable):
Please describe your duties and	responsibilit	ies:	
\ <del></del>			
\ <del></del>			
		_	
l <del></del>			
Previous Employment (Please continue on additional sheet if necessary)			
Name and address of employer	Da	tes	Post title and brief outline of main duties and responsibilities
Jp.535.	From	То	or man added and responding



### **SECTION F: SUPPORTING STATEMENT**

Please describe the contribution you could make to the organisation, citing relevant examples from your employment, volunteer and/or personal experience where appropriate. Use this space to build a picture of who you are, which will contribute to your suitability as an employee. (Please continue on a separate sheet if necessary).

# Please tell us why you want to work at the Good Morning Service. Also tell us what you hope to gain from being employed by the organisation. (Please continue on a separate sheet if necessary). SECTION H: STORAGE OF SENSITIVE INFORMATION

**SECTION G: REASON FOR APPLYING** 

Signature

third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Good Morning Project Ltd. We will store this Application Form in a secure and safe manner.

I authorise the collection of this information by Good Morning Project Ltd. so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by Good Morning Project Ltd., by providing a written request. I can also request the correction, addition, or elimination of any data through this written request.

Date

The personal information given on this form will be treated in confidence and will not be disclosed to any

### **SECTION I: REFERENCES**

Please supply full details of two referees whom we may approach, one of whom should be your present employer and the other a previous employer. If you are self-employed or unemployed please give details of two people who have direct knowledge of your skills and abilities.

Name:	Name:		
Occupation:	Occupation:		
Address:	Address:		
Postcode:	Postcode:		
Telephone No:	Telephone No:		
Email Address:	Email Address:		
Can we contact before interview? Yes No	Can we contact before interview? Yes No		
SECTION J: DECLARATION			
I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true. I understand that any false or misleading statement or any significant omission could result in termination of my position should I be subsequently enrolled as a result of submitting this application.			
I understand that any offer will be subject to receipt of, satisfactory references, satisfactory Disclosure results and a probationary period.			
I authorise Good Morning Project Ltd to verify information contained in this application via telephone, email, fax or letter.			
I understand that third parties may be consulted to verify qualifications, criminal convictions and health information.			
Signature	Date		