**APPLICATION FORM**



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| Post applied for: | HSEU Policy and Information Officer (part time) |
| Closing date: | 5pm,27th May 2022 |
| Interview date: | 8th June 2022 |
| Please complete this form in type and return to: **caroline.scott@ccpscotland.org** | |

**1. Personal Details**

Full Name

Address

Post code

Work Tel. No. Home Tel. No.

Email

**2. Education, training and qualifications**

Please list any **relevant** qualifications obtained and/or training courses attended (continue on a separate sheet if necessary)

| Qualification | Subject | Year obtained | Class/Grade (if applicable) |
| --- | --- | --- | --- |
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**4. Present (or most recent) employer**

Employer Name: From: To:

Address Job Title:

Type of Business:

Current Salary £:

Please give brief description of your duties in your present job.

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**5. Previous employment** (please continue on a separate sheet if necessary)

Please give details of your previous paid or unpaid work or any other relevant experience that you would like to mention, **starting with the most recent**.

| Employer | Length of Service | Salary | Job Title / Duties | Reason for Leaving |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**6. Reasons for applying for this post**

Please demonstrate below (in no more than 750 words) the skills and experience you have that show us you meet the person specification criteria in the job description.

Applicants who do not provide evidence in this way will not be considered for the post.

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**8. Availability**

Are you available on the proposed interview date?

If appointed, when would you be available to start work?

**9. References**

Please give the names, addresses and telephone numbers of two people to whom we may apply for references. **One of these must be your present or most recent employer**.

**Reference 1**

Occupation:

Name:

Address:

Tel. No.

Email

Relationship:

May we contact this referee before interview?

Yes No

**Reference 2**

Occupation:

Name:

Address:

Tel. No.

Email.

Relationship

May we contact this referee before interview?

Yes No

**10.** Where did you see this post advertised? ……………………………………………..

**11. Declaration**

I confirm that the information I have given in this application form is correct and complete.

I understand that the provision of false information may result in disciplinary action which could lead to dismissal.

Signed Date



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