In Confidence

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| --- | --- |
|  | Community Help & Advice Initiative |

**APPLICATION FOR EMPLOYMENT**

|  |  |
| --- | --- |
| **Post Applied For :** | **For Office Use Only :**  **Application Ref :** |
|  | |  |  |  | | --- | --- | --- | |  | **Maximise!** |  | |
| **Return Completed Form FAO:**  **Teresa.sutherland@chaiedinburgh.org.uk**  **Email:** [**recruitment@chaiedinburgh.org.uk**](mailto:recruitment@chaiedinburgh.org.uk) | **Closing Date :**  **31st May 2022** |

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| **SECTION A – PERSONAL DETAILS** |

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| --- | --- | --- |
| **Surname :** | |  | | --- | |  | |
| **Initials :** | |  | | --- | |  | |
| **Address :** | |  | | --- | |  | |
| **Postcode / E Mail** | |  | | --- | |  | |

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| --- | --- |
| **Telephone contact number(s)** |  |
| |  |  | | --- | --- | | **Home :**  **Mobile :** |  | | |  |  | | --- | --- | | **Work :** |  | |

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| **SECTION B – EMPLOYMENT RECORD** |

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| **Present or most recent employment** |  |
| **Name & Address of Employer :** | **Job Title :**  **Length of Service :**  **Salary :**  **Are you currently employed in this Post**  **(Y/N):** |

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| **Summary of main duties and responsibilities in the above job**  **(Please use additional sheet if required)** |
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| **Previous Employment (paid or unpaid)** |

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| **Name & Address of Employer**  **(Starting with the most recent)** | **Length of Service** | **Job Title & Major Elements of Job** |
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| **SECTION C – EDUCATION & TRAINING** |

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| **Secondary** |  |  |
| **Certificates Gained** | **Subjects / Modules** | **Grades / Bands** |

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| --- | --- | --- |
| **Further & Higher Education** |  |  |
| **Where attended** | **Course**  **(indicate full or part time)** | **Grades / Bands** |

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| **Professional Qualifications(s)** |  |
| **Name of Professional Body** | **Qualification / Membership** |

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| --- |
| **Other Training (relevant to this application)** |
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| **SECTION D – JOB SPECIFIC SKILLS & EXPERIENCE** |

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| **Please give further details of your experience which you consider to be relevant.**  **You should do so by specifically referring to the criteria for the position. (expand as required)** | | |
| **Criteria** | **Essential /Desirable** | **Relevant Experience** |

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| --- | --- | --- |
| **Please name two referees, one of whom should be your present (or most recent) employer** | | |
| |  |  |  | | --- | --- | --- | | **Referee** | **1** | **2** | | **Name** |  |  | | **Occupation** |  |  | | **Telephone No.** |  |  | | **Address** |  |  | |  |  |

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| **DECLARATION** |
| **N.B. You need only sign with initials and surname**  **I declare that to the best of my knowledge the information given on this form is true and correct.**  **Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |