**Application to Fife Rape and Sexual Assault Centre**

**Name of Post Applied For: …………………………………………………………………………....**

**To be returned to:** Susan Macleod, Office Manager

susan.macleod@frasac.org.uk

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| **Section 1: Personal details** |
| Surname: | First name: |
| Address: | Email Address  |
| Postcode: | Contact Telephone Number:  |

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| **Section 2: Relevant Qualifications and Training (only enter those qualifications and/or training necessary or relevant to the job)** |
| Qualification/Training | Subject | Date |
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| **Section 3: Present employer** |
| Name & address of employer: | Date commenced employment: |
| Job title: | Notice required: | Current Salary: |
| Brief description of your main duties and responsibilities, with the emphasis, where possible, on those areas most relevant to the job applied for: |  |  |

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| **Section 4: Previous employment (list in order, with most recent employer first)** |
| Please list **all** your previous employment, detailing any gaps between employments with reasons (continue on a separate sheet if necessary). |
| Dates | Name and address of Employer |
| FromDD/MM/YY/ | ToDD/MM/YY |  |
| Job title and nature of work |
|  |
| Reason for Leaving |
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| Dates | Name and address of Employer |
| FromDD/MM/YY/ | ToDD/MM/YY |  |
| Job title and nature of work |
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| Reason for Leaving |
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| Dates | Name and address of Employer |
| FromDD/MM/YY/ | ToDD/MM/YY |  |
| Job title and nature of work |
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| Reason for Leaving |
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| Dates | Name and address of Employer |
| FromDD/MM/YY/ | ToDD/MM/YY |  |
| Job title and nature of work |
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| Reason for Leaving |
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| **Section 5: Relevant skills, experience and abilities** |
| Use the Job Description and the Person Specification to demonstrate how your previous work experience (including unpaid work) and your skills and abilities would enable you to carry out the duties of this post, you must provide examples to demonstrate this. If you do not demonstrate how your skills and experience meet the job description and person specification your application may not be considered. Please include any information which you feel is relevant. NOTE: WE DO NOT ACCEPT CVs. If you submit a CV without explaining how your experience relates to the Job Description & Person Specification your application will NOT be considered. |
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| **Please tick the box opposite to confirm that you hold a Full Clean Driving Licence and have access to a car. Only applicants who tick this box will have their application considered.**  |  |

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| **Section 6: References** |
| FRASAC requires a minimum of 2 employment references to cover a three-year period, if necessary, please provide further referees covering the last 3 years. |
| **Reference 1: Current / Most recent employer** |
| Name: | Position: | Tel No: |
| Company Name: | Address: |
| Email Address:  |
| May we, with discretion, contact your employer to discuss this reference: Yes/No |
| **Reference 2: Previous Employer / Supervisor** |
| Name: | Position: | Tel no: |
| Company name: | Address: |
| Email Address:  |
| May we, with discretion, contact your previous employer to discuss this reference: Yes/No |
| **Reference 3: Previous Employer / Supervisor** |
| Name: | Position: | Tel no: |
| Company name: | Address: |
| Email Address:  |
| May we, with discretion, contact your previous employer to discuss this reference: Yes/No |

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| **Section 7: Declaration** |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.Signature:Date: |