# Logo  Description automatically generated

# Community Help & Advice Initiative, 28 Westfield Avenue, Edinburgh EH11 2QH

0131 442 2100

Website: chai@chaiedinburgh.org.uk

# **Application for Employment**

Application for Finance/Admin Officer

Closing date

Please return completed application to Teresa.sutherland@chaiedinburgh.org.uk

Friday 14th April 2023

## Your details

Name:

Address:

Postcode:

Phone:

Email:

## Education, Training & Qualifications

Please give details:

|  |  |  |
| --- | --- | --- |
| Date | Education/Course/Training | Qualification |
|  |  |  |

## Employment history

### Your current or most recent employer

Name of employer:

Address:

Postcode:

Job title:

Pay:

Length of time with employer:

Are you currently employed in this post: Y/N

Summary of main duties/responsibilities:

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| --- |
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### Previous employment

Please list below and work experience (paid or unpaid) that you have undertaken. Include current and previous employment and any voluntary roles:

|  |  |  |
| --- | --- | --- |
| Date | Name of Employer & Job Title | Main tasks & responsibilities |
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## Supporting statement

Please tell us why you applied for this job and why you think you are the best person for the job.

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## Interview arrangements and availability

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

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Are there any dates when you will not be available for interview?

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When can you start working for us?

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## Right to work in the UK

Do you need a work permit to work in the UK? Yes / No

## References

Please give the names and contact details of 2 people who we can ask to give you a reference. We may ask them before an employment offer is made. We will not ask your current employer until we get your permission.

### Referee 1

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### Referee 2

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## Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

CHAI Limited Company no. 179306 Scottish Charity Number: SC.027594