



GOVAN COMMUNITY PROJECT

Building Hope

EMPLOYMENT APPLICATION FORM

Please note that as a small, busy charitable organisation, and the potential of a high number of job applicants, we do not have the capacity to individually respond to the outcome of all applications received. In relation to timescales, if you have not heard from us within two weeks of the application closing date, then you have not been selected for interview.

POSITION APPLIED FOR *

PERSONAL INFORMATION

Please note that to comply with our fair and inclusive recruitment processes, personal contact information will not be shared with those involved in shortlisting for interview.

Name *

First Name

Family Name (Surname)

Address *

Postcode *

Contact No *

Email Address

Please confirm if you currently have the right to work in the UK *

REASONABLE ADJUSTMENTS

We endeavour to make our recruitment process as fair and inclusive as possible. Please tell us if there are any reasonable adjustments we can offer to support you to access this recruitment opportunity, for example, enlarged print on documents, accessible interview space.

Reasonable adjustments required

EMPLOYMENT HISTORY

Please tell us about your current or most recent employer. If this is your first job please put N/A in the first box

Name of most recent employer *

type N/A if you have no previous employer

Job Title

Brief description of duties

Date Left

Length of time with employer

Notice Period Required (if relevant)

EDUCATION, SKILLS AND EXPERIENCE

WORK EXPERIENCE:

Please tell us about any other paid or voluntary work you are currently doing, or have undertaken in the past 3 - 5 years. *

EDUCATION & TRAINING Please tell us about any qualifications you have, and any other training you have attended. Please include both formal accredited training and any relevant informal training you may have undertaken as part of your personal development *

SUITABILITY FOR THE ROLE

Please demonstrate how your skills and experience match with the job role. You may wish to refer to the skills requirements in the person specification provided in the job description. *

REFERENCES

Please provide us with 2 references who can comment on your suitability for the role. One of these should be your current or most recent employer where possible. We will not contact current referee's unless an offer of employment is being considered.

If it is not possible for you to provide any references, please tell us about this here. For example, if this is your first job, or your first job in the UK.

Referee 1: Name

Organisation

Email / Contact No

How does this person know you

Referee 2: Name

Organisation

Email / Contact No

How does this person know you