

For internal use only	Candidate Ref No.
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Scottish Independent Advocacy Alliance - Application Form

Please note the following information when completing your application:

- Do not enclose a CV as the information contained in it will not be considered.
- Please read the application form carefully before completing it.
- Please read the job description and person specification and only return the application form if you fulfil the criteria as set out in those documents.
- This application form has been designed to ensure our short-listing panel only receive information relevant to the job that is being applied for. Section A will be removed prior to the short-listing process.
- The information provided on this application will remain private and confidential and will only be used for the purpose of selection/recruitment or for subsequent employment administration if the application is successful.
- Please return your completed application before 9am on the closing date. Late applications will not be accepted. All applications must be made using the SIAA application form. We recommend that you keep a copy of your application.
- SIAA will contact you if you have been shortlisted for an interview. We will endeavour to contact unsuccessful applicants, however sometimes this is not possible. If you do not hear from us within a few weeks of the closing date, please assume that you have not been shortlisted.



Scottish
Independent
Advocacy
Alliance

Return your form to:

enquiry@siaa.org.uk

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Declaration

I declare that to the best of my knowledge and belief all information I have given in the pages of this application form are complete and true. I understand that any false or misleading statement or any significant omission could result in termination of employment if I am employed as a result of submitting this application. I understand that any offer of employment will be subject to receipt of satisfactory references.

Signature

Date

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK – PLEASE INCLUDE THIS PAGE IN YOUR COMPLETED APPLICATION – THIS IS TO ALLOW US TO SEPARATE THE PERSONAL INFORMATION IN SECTION ONE FROM THE MAIN PART OF THE APPLICATION

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Section B: Employment History

Current or most recent employment	
Name of Employer	
Address of Employer	
Nature of Organisation	
Position Held	
Dates of employment	
Salary	
Notice Period	
Reason for leaving	

Please give a brief outline of your duties and responsibilities

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Employment History (continued) Please list your employment history starting with the most recent. Describe briefly your responsibilities and achievements in each post. Please use a continuation page if required.			
Employer Name and Address and nature of organisation	Position	Dates of Employment	Responsibilities/Achievements & Reason for leaving

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Personal Statement

Please indicate why you have applied for this post, making particular reference to the job description and person specification, supply any other details relevant to your application and describe the contribution you would make to the Scottish Independent Advocacy Alliance. (Please continue on a separate sheet if necessary).

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Education & details of your referees (work and academic)

Education Please list all your relevant education, training and qualifications starting with the most recent first.		
Institution or Body awarding qualifications	Qualification obtained	Dates

Referees Please provide the contact details of 2 referees. Referee 1 should be your line manager from your most recent employment. Referees will only be contacted on offer of employment.		
	Referee 1	Referee 2
Name		
Position		
Organisation		
Address		
Telephone No.		
E-mail address		