

**Lothian Centre for Inclusive Living**

**Application Form**

Thank you for your interest in the posts we are currently recruiting for. Please complete this form and return it by email to **HR@lothiancil.org.uk.** Alternatively you may print and post the completed application form to:

Or by post to:

**HR**

**LCiL**

**Norton Park**

**57 Albion Road**

**Edinburgh**

**EH7 5QY**

Please note that we will not accept applications submitted by e-mail unless using an electronic signature, nor will we consider CVs. **The closing date for all applications is Monday 17th June May at 5pm.**

If you are completing this form by hand, please use black or dark blue ink to ensure that we can photocopy it. Alternatively, you are welcome to complete it in typescript if you wish.

There are 4 parts of this application:

Part 1 Personal, Declaration and References

Part 2 Education and Employment

Part 3 Equal Opportunities Form

Part 4 Criminal Convictions Form

You should note that the Equal Opportunities Monitoring Form (Part 3) should be returned **unattached** to the rest of the form if sending by post. If returning this by e-mail, this form will be detached upon receipt. Your answers to equal opportunities questions will have no bearing whatsoever on our treatment of your application.

If successful, this application will be held on your personal file. If unsuccessful, this application will be securely destroyed six months from the date of receipt.

The following information, will be treated in strict confidence.

Position applied for: **Service Manager: Advice and Information Services**

 **Part 1**

**PERSONAL**

Please complete this section in BLOCK CAPITALS

Surname:

First Name(s):

Address:

Postcode:

Daytime Telephone:

Evening Telephone:

Mobile Telephone:

E-mail:

How much notice are you required to give to your current employer?

**DECLARATION**

I declare that the information given in the form is complete and accurate.

Signature: Date:

**REFERENCES**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for reference.

May we approach your current employer before an offer of employment is made? **YES/NO**

REFEREE 1 REFEREE 2

Name: Name:

Position: Position:

Address: Address:

Telephone no.: Telephone no.:

E-mail: E-mail:

**Part 2**

**EDUCATION**

Please list examination passes achieved at school or in further education.

Qualification/level Subject Grade Year

1.

2.

3.

4.

5.

Please provide details of any higher education undertaken.

University or College. Degree or Qualification obtained. Year

1.

2.

3.

4.

5.

Please provide details of any professional qualification held not listed above.

Qualification Relevant Body Year

1.

2.

3.

4.

5.

**EMPLOYMENT**

Please give details of your past employments, including your present or last employer.

**Present or last employer:**

Position held:

Date employment started: Date employment ended:

Key responsibilities of post and main achievements:

Employer:

Position held:

Date employment started Date employment ended:

Key responsibilities of post and main achievements:

Employer:

Position held:

Date employment started: Date employment ended:

Key responsibilities of post and main achievements:

Employer:

Position held:

Date employment started: Date employment ended:

Key responsibilities of post and main achievements:

**Special Notice:** We are disability confident employer and as such we encourage everyone to share any support requirements with our recruitment team as we are always willing to assist with all information at our disposal. This can be done by emailing us at HR@lothiancil.org.uk.

**SKILLS AND EXPERIENCE**

Please use this page to give details of any skills or experience that you have which you think is relevant to this job and to explain why you are applying for this post.

Please refer to the job description and person specification for the post.

**RESPONSE:**