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**CONFIDENTIAL**

**Application for Employment**

Please complete this form in full. Email your application to [christine@southwestct.org.uk](mailto:christine@southwestct.org.uk)

Deadline for receipt of applications: 5pm, 3 July 2024

|  |  |  |  |
| --- | --- | --- | --- |
| 1. VACANCY DETAILS | | | |
| Job Title | | **Service Manager, South West Community Transport** | |
| How did you find out about this vacancy? | |  | |
| 1. **PERSONAL DETAILS** | | | |
| Surname |  | | |
| Forename |  | | |
| Address |  | | |
| Postcode |  |  |
|  |  |  |
| Email |  |  |
| Home Tel |  | Mobile Tel |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. DECLARATION   I certify that all information contained in this form is true and correct to the best of my knowledge. I understand that false information or omission may lead to withdrawal of any offer, or dismissal.  By completing your name below and emailing the application form, this will be accepted as your signature. | | | |
| **SIGNATURE** |  | **DATE** |  |

1. **EDUCATION AND QUALIFICATIONS**

Please add more rows as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| **School, College, or University** | **Qualification Gained** | **Subject** | **Grade** |
|  |  |  |  |
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| --- | --- | --- | --- |
| 1. **CURRENT EMPLOYMENT** | | | |
| **Name of Employer** |  | **Your Job Title** |  |
| **Employer’s Address** |  | **Start date** |  |
| **Current Salary** |  |
|  | **Period of notice**  **required** |  |
|  |  |
| **Main Duties and Responsibilities** | | | |
|  | | | |
| **Reasons for wishing to leave current job** | | | |
|  | | | |

1. **PREVIOUS EMPLOYMENT**

Please continue on separate sheet if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Job Title** | **Dates** | | **Full or Part-time** |
| **FROM** | **TO** |
| 1) |  |  |  |  |
| **Key Achievements:** | | | | |
| **Reason for leaving:** | | | | |
| **Name of Employer** | **Job Title** | **Dates**  **FROM TO** | | **Full or Part-time** |
| 2) |  |  |  |  |
| **Key Achievements:** | | | | |
| **Reason for leaving:** | | | | |
| **Name of Employer** | **Job Title** | **Dates**  **FROM TO** | | **Full or Part-time** |
| 3) |  |  |  |  |
| **Key Achievements:** | | | | |
| **Reason for leaving:** | | | | |
| **Name of Employer** | **Job Title** | **Dates**  **FROM TO** | | **Full or Part-time** |
| 4) |  |  |  |  |
| **Key Achievements:** | | | | |
| **Reason for leaving:** | | | | |

1. **DETAILS OF ANY VOLUNTARY EXPERIENCE**

Please continue on separate page if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Role** | **Dates** | | **Responsibilities or Activities Undertaken** |
| **FROM** | **TO** |
|  |  |  |  |  |
|  |  |  |  |  |
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1. **RELEVANT PROFESSIONAL DEVELOPMENT AND/OR FORMAL TRAINING**

Please continue on separate page if necessary

|  |  |  |
| --- | --- | --- |
| **Dates** | | **Qualification gained or training completed** |
| **FROM** | **TO** |
|  |  |  |
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| --- |
| 1. **FURTHER INFORMATION – Personal statement**   Please use a **MAXIMUM OF 500 WORDS** to tell us why you are applying for this position. You should **outline how you meet the specific requirements of the job description and person specification,** including the skills, experience, and achievements you bring to this post. Please continue on further sheets as necessary. |
|  |

1. **ELIGIBILITY TO WORK**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you a UK EU/EEA Citizen? | **YES** |  | **NO** |  |
| If no, are you eligible to work in the UK without a work permit? | **YES** |  | **NO** |  |
| If no, please indicate the basis on which you are eligible to work in the UK, including any relevant dates. | | | | |
|  | | | | |

1. REFERENCES

Please give the names, contact details and job titles of two referees who know you in a professional or voluntary capacity. One of these referees should be your current or most recent employer. Referees should not be close relatives. **References will NOT be taken up prior to interview.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Job Title**  **Organisation** |  |
|  |
| **Address** |  | **Mobile** |  |
|  | **Email** |  |
|  | **How does this person know you?** | | |
| **Name** |  | **Job Title**  **Organisation** |  |
|  |
| **Address** |  | **Mobile** |  |
|  | **Email** |  |
|  | **How does this person know you?** | | |

We shall acknowledge every application. If you have not received an acknowledgement within 2 days, please contact SWCT Office on 0141 881 9998 and ask to speak to Christine Carlin.

**Please remember that the deadline for applications is 5pm, 3 July 2024, and we are not able to consider late applications. We expect to hold interviews w/c 15 July 2024.**

**If you would like to have an informal chat about the role, please contact** [**christine@southwestct.org.uk**](mailto:christine@southwestct.org.uk) **to arrange a suitable time.**

**Thank you for your interest in applying for the role of SWCT Service Manager. We shall be in touch shortly with the outcome for this stage of your application.**