2. 
3. **APPLICATION FORM FOR EMPLOYMENT**
4. **Post applied for:**
5. **Personal Details (Confidential)**

| 1. Initials: |  |
| --- | --- |
| 1. Surname: |  |
| 1. Address |  |
| 1. Postcode: |  |
| 1. Address for correspondence if different from above: | |
| 1. Tel: (day) |  |
| 1. Tel: (eve) |  |
| 1. Email: |  |
| 1. Where did you hear about this post? |  |

1. Do you require a work visa to take up employment in the UK? Yes No

### 2. Education and vocational qualifications

| 1. School/University/College | 1. Course Title | 1. Subjects studied | 1. Qualification |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



### 3. Your membership of professional bodies

| 1. Name of Awarding Body/Institution | 1. Class of Membership |
| --- | --- |
|  |  |
|  |  |

### 4. Protection of Vulnerable Groups (Scotland) Act 2007

1. YES ☐ NO

| 1. **Membership Number** |  |
| --- | --- |

### 5. Training courses attended which may be relevant to this application

| 1. Course provider | 1. Description of Course (including main subjects covered) | 1. Qualification |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### 6. Current employment (or most recent employer)

| 1. Name and Address of Employer | 1. Job Title | 1. Dates of employment | | | 1. Reason for leaving or wanting to leave |
| --- | --- | --- | --- | --- | --- |
|  |  |  | | |  |
| 1. Current or latest salary: 2. If part-time, please give full-time equivalent salary. | | |  |  | |

| 1. Please give details of your present duties/responsibilities using supplementary sheet(s) if required. |
| --- |

### 7. Previous employment

1. Please provide details of your employment history (excluding current post), starting with the most recent post. You should include any periods of unemployment. Please use additional sheets as required.

| 1. Name and address of employer | 1. Job Title and brief description of duties | 1. Dates of employment | 1. Reason for leaving |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Ability to meet essential criteria for the post**
2. Using the Person Specification, and taking each point in turn, for each point please outline how your skills and experience match the specification, giving examples to illustrate this. You must demonstrate that you have the required skills and experience. Use continuation sheets as necessary.

|  |
| --- |

1. **Personal Statement in Support of Application**
2. Please state your reason(s) for applying for this post.
3. Use supplementary sheet(s) if required

|  |
| --- |

1. **Disability**
2. The No. 1 Befriending Agency offers a guaranteed interview to any applicant who considers him/herself to be disabled and who meets the minimum essential requirements for the post.
3. 
4. Please tick if you consider yourself to be disabled.
5. If you require any facilities/assistance if you are invited for an interview, please give details below.

|  |
| --- |

1. 11. **Referees**
2. Please provide details of two referees who can comment on your suitability for this position, one of whom must be your most recent employer. Relatives, friends or partners are not appropriate referees.

| 1. Name | 1. Company name | 1. Telephone Number, E-Mail, Address | 1. Occupation |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |

1. Referees will only be approached if an offer of employment is made.

# 12. Declaration

1. I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I confirm that I am eligible to live and work in the UK. I realise that if I am employed and it is found that such information and any other documents associated with the recruitment and selection process is false or that I have withheld information I am liable to dismissal without notice.
2. Signed: Date:

# 13. Returning your application

1. Completed application forms and equal opportunities form should be returned to [**shonagh@befriend.org.uk**](mailto:shonagh@befriend.org.uk) marked CONFIDENTIAL