

CVS Inverclyde

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**Employment Application**

*All information supplied by applicants will be treated as confidential. The information supplied on this first sheet will be detached and will not form part of the selection process.*

|  |  |  |
| --- | --- | --- |
| Position applied for: |   | Office use Only |

|  |  |
| --- | --- |
| Where did you first hear of this post? |  |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Full name |  |
| Address & post code |  |
| Telephone no. |  |
| E-mail address |  |

**DECLARATION (please read carefully before signing)**

|  |
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| I certify that all information contained in this application is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice. I understand that in the event of being shortlisted I will be required to complete a confidential declaration regarding unspent criminal convictions.Signature Date |

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**Private & Confidential Employment Application**

*All sections of this application form must be completed. Please* **do not** *send us a supporting curriculum vitae.*

|  |  |  |
| --- | --- | --- |
| Position applied for: |  | Office Use Only |

**1 CURRENT / MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Post held |  |
| Name & address of employer |  |
| Dates (from/to) |  |
| Salary |  |
| Notice required or reason for leaving |  |
| Please describe your main responsibilities, achievements, skills & experience. |

**2 PREVIOUS EMPLOYMENT HISTORY**

 *List previous employment and any relevant voluntary work, starting with the most recent*

|  |  |  |
| --- | --- | --- |
| Dates | Position held, nature of duties & reason for leaving | Name/address of employer |
|  |  |  |

**3 EDUCATION & TRAINING**

*Please describe your formal and informal education, including qualifications gained, and any other training you have undertaken. Please refer to the* ***qualifications*** *required within the Person Specification*

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| --- |
|  |

**4 PROFESSIONAL MEMBERSHIP**

|  |  |  |
| --- | --- | --- |
| Professional body | Category of membership | Date obtained/elected |
|  |  |  |

**5 EXPERIENCE & KNOWLEDGE**

*Please outline how your* ***experience and knowledge*** *make you suitable for this post. The Person Specification covers the requirements that we have for the post.* ***We recommend you take each requirement in turn and provide evidence of how you meet the requirement****. You should also provide any further information that you believe is relevant*

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|  |

**6** Please describe your reasons for applying for this post and include any other relevant information.

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**7** CVS Inverclyde supports the five commitments under the disability symbol and all disabled candidates meeting the essential criteria for appointments to this post will be interviewed. If you wish to take advantage of this opportunity, please give details of any disability or condition that you would wish us to be aware of.

|  |
| --- |
|  |
| *If called for interview, please state any help required (e.g. signer, wheelchair access)* |

**8 REFEREES**

*Referees will only be contacted after interview and asked to comment on your ability to meet the requirements of the post. Please provide details of two referees, one of whom should be your present or most recent employer.*

|  |  |  |
| --- | --- | --- |
|  | First referee (current or most recent employer) | Second referee |
| Name |  |  |
| Position & organisation (if appropriate) |  |  |
| Address & post code |  |  |
| Telephone no |  |  |
| E-mail |  |  |
| In what capacity does this referee know you? |  |  |