

**APPLICATION FOR EMPLOYMENT**

Please complete and return to:

**Fool On**

**Block 10, Unit 2, Dundyvan Industrial Estate, Dundyvan Road, Coatbridge**

Email: fooloncharity@gmail.com

Post Applied For: Project Co-ordinator (Part Time)

**1. Personal Details**

Surname:

First name:

Other Names:

N.I No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:

Postcode:

Email Address:

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_(daytime)

 \_\_\_\_\_\_\_\_\_\_\_\_\_(other)

**2. Education and Training (most recent first)**

|  |  |  |
| --- | --- | --- |
| **School/college/university** | **Dates** | **Qualifications gained** |
|  |  |  |

**3. Other Relevant Information (if applicable)**

**Software packages:**

**Other relevant skills or training:**

**Voluntary Experience**

**Current Full Driving Licence**  **YES**

 **NO**

**4. Work History (present or most recent employment first)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title****Summary of Duties** | **Employer** | **Dates** | **Salary** | **Reason for Leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Period of Notice required ?**

##  5. Supporting statement

Refer to the job description the person specification and detail below how your knowledge, skills and experience are directly related to this post.

Short listing will depend on how closely candidates meet these criteria.

**Please try to restrict to this one page, although additional sheets may be added if necessary**

**6. References**

One of these should be your present or most recent employer

Name:

Occupation:

Address:

Postcode:

Telephone No.

Name:

Occupation:

Address:

Postcode:

Telephone No.

May we contact referees prior to interview? **YES**

####  NO

Where did you learn of this vacancy?

**Declaration**

I confirm that to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment and understand that any misleading statements or deliberate omissions may be sufficient grounds for cancelling any agreements made.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**