# APPLICATION FOR EMPLOYMENT

|  |  |
| --- | --- |
| Role Applied For |  |
| Full Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email address |  |

I declare that, to the best of my knowledge, everything on this form is true and accurate. I understand that any information found to be misleading or untrue following appointment to the post, will lead to disciplinary procedures and potential dismissal.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

### Please return to: Recruitment – Private & Confidential

###  The Advocacy Project

 **Kirkstane House**

 **139 St Vincent Street**

 **Glasgow G2 5JF**

 **Business-support@theadvocacyproject.org.uk**

Applications submitted by email will require to be signed at interview.

NB – As part of the recruitment process, this front page will be detached for the purposes of short listing.

**Learning and Development**

|  |  |
| --- | --- |
| Secondary Education Qualifications Gained(please include dates) |  |

|  |  |
| --- | --- |
| Further/Higher EducationQualifications Gained(please include dates) |  |

|  |  |
| --- | --- |
| Professional QualificationsQualifications Gained (please include dates) |  |

|  |  |
| --- | --- |
| Any relevant voluntary or community involvement |  |

**Current / most recent employment**

|  |  |
| --- | --- |
| Name and address of present or most recent employer |  |
| Position held and brief description of duties |  |
| Period employed |  |
| Notice required |  |
| Reason for leaving |  |

|  |
| --- |
| Previous employment  |
| Name of Organisation | Period Employed | Position Held, Duties & Reason for Leaving |
|  |  |  |
|  |  |  |
|  |  |  |

Referring to the job profile please answer the following:

Behaviours and Competencies: describe how you demonstrate the organisational behaviours and competencies.

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|  |

Person Specification: detail how you meet the person specification.

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Job Outputs: describe your skills and experience against the role outputs.

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|  |

Relationships: Describe how you would maintain key relationships.

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|  |

References

Please give the details of two people who can provide you with a reference, one of whom should be your current or most recent employer. Referees will only be contacted after interview for the successful candidates.

## Referee 1

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email address |  |
| Relationship to applicant |  |

## Referee 2

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email address |  |
| Relationship to applicant |  |