# EDVA Logo - TrebuchetMSEmployment Application Form

This application form can be made available in alternative formats. If completing by pen, please print clearly. The first 2 pages (this page and the 2nd page) are used for monitoring purposes and **are removed from the rest of the application during the short-listing process**.

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| --- |
| Position applied for: |
| Application Reference Number *(office use only):* |

# Personal Details

|  |  |
| --- | --- |
| Title: Surname:  Forenames: | |
| Contact Details (please add numbers and also indicate preferred contact methods):  Home  Business  Mobile  E-mail | Address: |
| Postcode |
| Are you legally eligible for employment in the UK? **Yes / No**  Please note, that under new Home Office Regulations, we will be required to check your identity (for example by passport or birth certificate) should your application lead to an offer of appointment | |

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| --- |
| How many periods of absence (and for how many days) have you had from work owing to illness in the last 2 years? Please detail. |
| **Support:**  Is your ability to perform this particular job limited in any way? **Yes / No**  How can we help overcome this? |

# Application Form

Please ensure all sections of the application form are completed and are clear to read.

|  |
| --- |
| Application Reference Number (office use only): |

# Position Details

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| Position applied for? |
| How did you hear of this vacancy? |
| If successful, when would you prefer to start? |

# References

Please give details below of two people whom we may contact for references. **References will be taken up if you are short-listed unless you specify otherwise**. At least one of these referees should be your current/last employer. If this is not possible, the referee should still have knowledge of you in a recent working environment either paid or unpaid.

|  |  |
| --- | --- |
| Reference 1 Name  Address  How is the referee known to you?  Telephone:  E-mail: | Reference 2 Name  Address  How is the referee known to you?  Telephone:  E-mail: |
| May we contact prior to interview? **Yes/No** May we contact prior to interview? **Yes/No** | | |
| Space for Comments: | | |

# Previous Relevant Employment

Please start with most recent first. It would be helpful if you could also provide an explanation of gaps in employment history. Please use extra sheets if needed.

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| --- | --- | --- |
| Length of time with employer | **Please state Employer,**  **Salary and Reason for leaving** | **Please state position held and main responsibilities** |
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# Education Details

|  |  |
| --- | --- |
| **Further and/or Higher Education** | **Courses and results** |
| **Secondary school** | **Examination and results** |

# Training Courses

Please indicate skills and training courses undertaken relevant to this appointment. Please provide the most recent first.

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| --- | --- | --- |
| **Duration** | **Provider** | **Course or Certificate Gained** |
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# Person Specification

Please use this space (no more than 3 pages) to: (1) **explain why you are applying** for this position; (2) **how you meet the job specification.** This is your opportunity to highlight to the selection panel how your skills, experience and knowledge make you a suitable candidate.

# Voluntary Experiences

Please give details of any relevant unpaid/voluntary experiences including any offices held. You may use extra sheets.

# Additional Details

Given the rural nature of East Dunbartonshire, the ability to travel is sometimes required. Nevertheless, EDVA is keen to ensure that lack of car ownership or driving licence will not preclude candidates who may otherwise be suitable.

|  |  |
| --- | --- |
| Do you hold a current driving licence?    ** Yes / No**  Do you have any current endorsements?  **Yes / No**  Please detail: | If travel were required, would you be prepared to use your car for work use?  **Yes / No**  If not a car owner/driver, are you able to provide or arrange alternative transport methods?  **Yes / No** Please detail: |

# Declaration

I certify that all particulars given are correct and understand that should any false statement(s), and/or omission(s), be made on these forms, EDVA reserves the right of dismissal. I understand that employment with EDVA is subject to receipt of satisfactory references and disclosure.

Signature of applicant Date

|  |  |
| --- | --- |
| **Checklist for Applicants**:  Have you:  Completed all sections  Attached additional sheets (if required)  NOTE: Applications should be printed, signed and sent on this form only.  **Please do not send a CV.**  We will accept electronic applications. If called to interview the candidate will be asked to sign their application. | Your application should be marked Confidential and sent to:  Ann Innes  Private and Confidential  East Dunbartonshire Voluntary Action  Units 4, 18 Townhead  Kirkintilloch  G66 1NL  Or email to:  [ann.innes@edva.org](mailto:ann.innes@edva.org) |