

WEST LOTHIAN WOMEN'S AD



POINTS TO REMEMBER

- ◆ COMPLETE THE FORM IN BLANK INK, OR TYPED
- ◆ PLEASE CLEARLY NUMBER ANY CONTINUATION SHEETS USED
- ◆ MARK ANY ADDITIONAL SHEETS WITH YOUR SURNAME AND INITIAL
- ◆ ENSURE YOUR DETAILS ARE ACCURATE SO WE CAN CONTACT YOU!
- ◆ WE CANNOT ACCEPT REFERENCES FROM FAMILY OR FRIENDS

APPLICATION FORM GUIDANCE

A full, frank and most importantly, accurate, application form is the best way we have to decide whether to progress you to interview. We ask you to please read through this form carefully to ensure you have a full understanding of the role and the questions asked within before proceeding with your application.

PERSONAL DETAILS

This information will be removed prior to the short listing process taking place. Ensure these details are as up to date and accurate as possible.

RELEVANT INFORMATION

Please provide notice period if relevant, as well as your availability for potential interview.

REFERENCES

Employment and a subsequent start date with WLWA is subject to the receipt of satisfactory references from your 2 most recent employers. We will pursue written references and will also speak to referees on the phone.

RIGHT TO WORK

Under the Asylum & Immigration Act 1996, as amended 2004, WLWA must check that all potential employees have the right to work in the UK. If selected for interview you will be asked to provide documentation to confirm this.

EXPERIENCE, QUALIFICATIONS & SKILLS

This section is your time to shine! Provide us with as much detail as possible on your work history, past experience and anything else you feel may be relevant in line with the job specification.

FORMAL / PROFESSIONAL EDUCATION

Please name any institution, or professional body in this section in which you have studied. To what level, the name of qualification and relevant dates.

PERSONAL STATEMENT

Finally utilize this section to provide us with the reasons for your application; providing specific detail on how your knowledge, skills and experiences meet the requirements of this role. Tell us how you would practice in accordance with our values as detailed within our Values Booklet. You must evidence each point from the essential and desirable criteria listed on the personal specification for the role.



CONTACT INFO



01506 461938



WWW.WESTLOTHIAN
WOMENSAID.COM



ILENA@WLWA.ORG.UK



92 IVANHOE RISE,
DEDRIDGE, LIVINGSTON,
EH54 6HZ