**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Name |  |
| Date of Birth |  |
| Address |  |
| Contact Number |  |
| Email Address |  |

RELEVANT INFORMATION

|  |  |
| --- | --- |
| Period of notice required by current employer - |  |
| Dates you would be unable to attend interview - |  |

REFERENCES

|  |  |
| --- | --- |
| **Referee ONE** | |
| Name |  |
| Relationship |  |
| Organisation |  |
| Contact Details |  |
| Can we contact prior to interview? | Yes  No |

|  |  |
| --- | --- |
| **Referee TWO** | |
| Name |  |
| Relationship |  |
| Organisation |  |
| Contact Details |  |
| Can we contact prior to interview? | Yes  No |

RIGHT TO WORK IN THE UK

|  |  |
| --- | --- |
| Are there any restrictions to your residence in the UK which may affect your right to work? | Yes  No |
| If yes, please provide details |  |
| If successful in your application, would you require a work permit before taking up employment? | Yes  No |

EXPERIENCE, QUALIFICATIONS & SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| **Current/Most Recent Employer** | | | |
| Name & Address | |  | |
| Job Title | |  | |
| Start Date | Click or tap to enter a date. | End Date (if applicable) | Click or tap to enter a date. |
| Duties, responsibilities & key achievements | |  | |
| Reason for leaving | |  | |
| Salary | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous Employer** | | | |
| Name & Address | |  | |
| Job Title | |  | |
| Start Date | Click or tap to enter a date. | End Date (if applicable) | Click or tap to enter a date. |
| Duties, responsibilities & key achievements | |  | |
| Reason for leaving | |  | |
| Salary | |  | |
|  | | | |
| **Previous Employer** | | | |
| Name & Address | |  | |
| Job Title | |  | |
| Start Date | Click or tap to enter a date. | End Date (if applicable) | Click or tap to enter a date. |
| Duties, responsibilities & key achievements | |  | |
| Reason for leaving | |  | |
| Salary | |  | |

EDUCATION & QUALIFICATIONS

|  |
| --- |
| Please provide details of formal education, technical & professional qualifications - |
|  |
| Other relevant courses, memberships or voluntary work - |
|  |

PERSONAL STATEMENT – SKILLS & EXPERIENCE

|  |
| --- |
| Please explain how your knowledge, skills & experience meet the essential and desirable criteria - |
|  |

PERSONAL STATEMENT – VALUES

|  |
| --- |
| Please describe how you align with our organisational values –  (SAFETY, HONESTY, EMPOWERMENT) |
|  |

DATA PROTECTION STATEMENT

The information you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information you give us will be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment and to provide you with information about us or third parties, via your payslip.

DECLARATION

I declare that the information provided is correct and complete to the best of my knowledge. I understand that false information may lead to termination of employment.

|  |  |
| --- | --- |
| **Signed** |  |
| **Date** | Click or tap to enter a date. |

Please return completed application to

Email - [ilena@wlwa.org.uk](mailto:ilena@wlwa.org.uk) Post – West Lothian Women’s Aid, 92 Ivanhoe Rise, EH546HZ