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# Employment Application Form

**EAST DUNBARTONSHIRE BEFRIENDING SERVICE**

This application form is available in alternative formats including electronic transfer. 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: East Dunbartonshire Befriending Service |
| 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?  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?  How can we help overcome this? |

Equal Opportunities Monitoring

Please note that the questions on this page (only) are optional, however, your help in providing this information will enable East Dunbartonshire Befriending Service to monitor our equal opportunities performances.

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| **Caring**:  Are you currently a carer?  Have you previously been a carer? |

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| **Disability**:  Would you describe yourself as having a disability?  If yes, please provide details: |

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| **Ethniticity - Please indicate main and subsequent categories**  (Classifications taken from guidance issued by the National Statistics Office)  **White**  Scottish  Irish  Other British  Any other white background (please state):  **Mixed ethnic group** (please state):  Asian Asian Scottish Asian British Indian  Pakistani  Bangladeshi  Any other Asian group (please state):  **Black**  Black Scottish  Black British  Black Caribbean  Black African  Any other Black group (please state):  Chinese Chinese Scottish Chinese British **Any other ethnic group** (please give details): |

# 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?  Current employer  Telephone:  E-mail: | Reference 2 Name  Address  How is the referee known to you?  Previous employer  Telephone:  E-mail: |
| May we contact prior to interview? May we contact prior to interview? | | |
| Space for Comments: | | |

**Previous 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.

|  |  |  |
| --- | --- | --- |
| Length of time with employer (inc start and leave dates). | **Please state Employer,**  **Salary and Reason for leaving** | **Please state position held and main responsibilities** |
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# Education Details

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

# 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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# Voluntary Experiences

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

# Hobbies and Interests

Please give details of any hobbies or interests.

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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;** and (3) ***how*** you would **competently carry out the specific duties** of the role.

# Additional Details

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

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| --- | --- |
| Do you hold a current driving licence?  Do you have any current endorsements?  Please detail: | If travel were required, would you be prepared to provide a car for work use?  If not a car owner/driver, are you able to provide or arrange alternative transport methods? |

# 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, EDBS reserves the right of dismissal. I understand that employment with EDBS 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 and sent to:**  **Private and Confidential**  **Dawn Bunce**  **Service Manager**  **18-20 Townhead**  **Kirkintilloch**  **G66 1NL**  **Or email to:**  **dawn.bunce@edbs.org.uk** |