

**Job Application Form**

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| **Post you are applying for** |  |

1. **Personal Details**

|  |  |
| --- | --- |
| Surname |  |
| Initials |  |
| Address |  |
| Post Code |  |
| Email |  |
| Telephone Number |  |

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| --- |
| **Work Permits** |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? Yes/No\*If YES, please state the restrictions and the expiry date of any permissions: |

(\*delete as appropriate)

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| --- |
| **Flexible and part-time working** |
| greenspace scotland will consider all requests for flexible working, part-time working or job sharing. Please state below the preferred hours you would want to work and whether you are applying for this role on a job share basis. |
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| If you require any special arrangements for interview, please specify below: |

**2 Secondary Education (Complete only if no entry is made in section 3 below)**

|  |  |
| --- | --- |
| Dates (Year) | Certificates gained, listing subjects and level of pass |

# 3 Further Education

|  |  |  |  |
| --- | --- | --- | --- |
| Dates (mth/yr)From To | University or College | Qualifications | Date obtained |
| Other Qualifications and Training | Date obtained | Awarding body |

# 4 Present or most recent employment

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Job Title and Dates of Employment(month and year) | Main Responsibilities |
|  |  |  |
|  | From | To | Final Salary | Reasons for leaving/wanting to leave |
|  |  |  |  |  |

**5 Previous Employment (most recent first)**

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Job Title and Dates of Employment(month and year) | Main Responsibilities |
|  |  |  |
|  | From | To | Final Salary | Reasons for leaving/wanting to leave |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Job Title and Dates of Employment(month and year) | Main Responsibilities |
|  |  |  |
|  | From | To | Final Salary | Reasons for leaving/wanting to leave |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Job Title and Dates of Employment(month and year) | Main Responsibilities |
|  |  |  |
|  | From | To | Final Salary | Reasons for leaving/wanting to leave |
|  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Job Title and Dates of Employment(month and year) | Main Responsibilities |
|  |  |  |
|  | From | To | Final Salary | Reasons for leaving/wanting to leave |
|  |  |  |  |  |

6 Personal statement and geographic information

Please provide details of relevant experience, principal achievements, personal skills and qualities and explain how you might use them in this post. Including information on the geographical area of Scotland you have most knowledge of. (Use a maximum single A4 continuation sheet if necessary).

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**7 Leisure and voluntary pursuits**

Give details of hobbies or interests, membership of any clubs or societies, voluntary work, etc.

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| Do you hold a current UK driving licence? Yes/No\* |

(\*delete as appropriate)

**8 Referees (One must be your present or most recent employer)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name:Position:Address:Email:Tel No:We will only contact referees after interview stage. Please indicate below if we can proceed immediately after interview to take up this reference.Yes/No \* |  | Name:Position:Address:Email:Tel No:We will only contact referees after interview stage. Please indicate below if we can proceed immediately after interview to take up this reference.Yes/No \* |  |

(\*delete as appropriate)

|  |  |
| --- | --- |
| If appointed, when could you start work? | How did you learn of this vacancy (name of website, social media, enews etc)? |

|  |
| --- |
| Initials of Applicant: Date: |

**Please email the completed form to:** **hr@greenspacescotland.org.uk**

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