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**Application for Employment**

All information will be treated in the strictest confidence.

**DEADLINE for APPLICATIONS Monday 29th October 2018**

**Please complete all sections of the form in black ink and return to Central and West Integration Network, Garnethill Multicultural Centre, 21 Rose Street, Glasgow G3 6RE. Email: centralandwestintegration@googlemail.com**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **VACANCY DETAILS** | | | | | | | | | | | | |
| Application for the post of: | | | | | | | | | | | | |
| Where did you see the post advertised: | | | | | | | | | | | | |
| **PERSONAL INFORMATION (Please complete in BLOCK letters)** | | | | | | | | | | | | |
| Last Name: | | | | | | | | | | | | |
| First Name: | | | | | | | | | | | | |
| Title: | | | | | | | | | | | | |
| Home address (*including postcode)* | | | | | | | | | | | | |
| Telephone numbers: | | | | | | | | | | | | |
| Email address: | | | | | | | | | | | | |
| **ELIGIBILITY TO WORK IN THE UK** | | | | | | | | | | | | |
| Do you need a work permit to work in the UK? Yes  No  All candidates shortlisted for interview are required to provide proof of eligibility to work in the UK | | | | | | | | | | | | |
| Have you ever been convicted of a criminal offence? Yes  No  *(Declaration subject to the Rehabilitation of Offenders Act 1974)* | | | | | | | | | | | | |
| **NOTICE PERIOD** | | | | | | | | | | | | |
| If appointed, how soon could you take up the appointment? | | | | | | | | | | | | |
| **DECLARATION** | | | | | | | | | | | | |
| I confirm that the information I have given on this form is correct and that misleading statements may result in my dismissal if they become known after my appointment | | | | | | | | | | | | |
| Signed: Date: | | | | | | | | | | | | |
| **QUALIFICATIONS** | | | | | | | | | | | | |
| Please list below all the qualifications you have including secondary school/college/university/other. Please give details of qualifications including grades, class of degree, dates obtained and whether obtained at eg. School, college, university. | | | | | | | | | | | | |
| Date(s) | Institution and awarding body | | | | | Subject(s) studied | | | Full-time or  part-time | | | Qualification & grade/class of degree obtained |
|  |  | | | | |  | | |  | | |  |
| **Training** | | | | | | | | | | | | |
| Please list any other training you have undertaken which may be relevant to the post for which you are applying | | | | | | | | | | | | |
| Date from/to month/year | | | | | Training undertaken | | | | | Qualification gained (if applicable) | | |
|  | | | | |  | | | | |  | | |
| **CURRENT AND MOST RECENT POSITION** | | | | | | | | | | | | |
| Dates of employment | | | | From: | | | | To: | | | | |
| Notice required (if applicable): | | | | | | | | | | | | |
| Name of organisation: | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | | |
| Present grade and salary: | | | | | | | | | | | | |
| Brief description of duties: | | | | | | | | | | | | |
| Reason for leaving (if applicable) | | | | | | | | | | | | |
| **Work History** | | | | | | | | | | | | |
| Please give details of paid employment you have held, beginning with the most recent | | | | | | | | | | | | |
| Organisation’s name and address | | | Job title, brief description of duties | | | | | | | | Dates | |
| **UNPAID WORK** | | | | | | | | | | | | |
| Please give details of any unpaid posts you have held which have provided relevant experience | | | | | | | | | | | | |
| Dates | | Organisation’s name/address (if relevant) | | | | | | | | Brief description of duties | | |
| **REFERENCES** | | | | | | | | | | | | |
| Please give contact details of at least two people willing to act as referees. At least one of the referees should to your current or most recent employment. | | | | | | | | | | | | |
| Title: | | | | | | | Title: | | | | | |
| Name: | | | | | | | Name: | | | | | |
| Job Title: | | | | | | | Job Title: | | | | | |
| Organisation: | | | | | | | Organisation: | | | | | |
| Address: | | | | | | | Address: | | | | | |
| Tel. number | | | | | | | Tel. number: | | | | | |
| Email address: | | | | | | | Email address: | | | | | |
| Relationship to applicant | | | | | | | Relationship to applicant: | | | | | |
| **INFORMATION IN SUPPORT OF APPLICATION** | | | | | | | | | | | | |
| Please use this section to explain why you are applying for this post and how your skills and experience relate to the responsibilities of the post: | | | | | | | | | | | | |