



APPLICATION FOR EMPLOYMENT

Declaration: the information contained in this form will be used for the purpose of recruitment and selection only. It will be retained and destroyed six months after the closing date.

If you **do not** wish your information to be kept on file for six months please tick this box.

If you are the successful candidate this information will form part of your employment record.

If it is discovered that you have given any information which you know to be false or withhold any relevant information your application may be rejected or any subsequent employment terminated.

I confirm that the information contained in this application is correct.

Signed:

Date:

Both manual and electronic signatures are acceptable.

CONTACT DETAILS

Title:

Surname:

Forenames:

Address:

Day time phone:

Evening phone:

E-Mail address:

APPLICATION FORM

Post Applied For: _____

PERSONAL DETAILS

Are you eligible to work in the UK Yes/No

If you are currently in employment, please let us know your notice period _____

Newton Stewart Initiative are an equal opportunities employer. If you require any additional help or support to attend the interview, please let us know below.

Where did you learn of this vacancy i.e., specific website/newspaper/word of mouth etc?

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QUALIFICATIONS

Subject and Overview of Skills/Knowledge Gained	Level of Qualification

COURSES/SPECIALISED TRAINING ATTENDED

Subject and Overview of Skills/Knowledge Gained	Level of training

COMPUTER/ADMIN SKILLS

Please list all computer software/systems & admin skills experience and describe level of this skill/knowledge

INFORMATION IN SUPPORT OF YOUR APPLICATION

With specific reference to the job description enclosed, please supply further information, experience and achievements relating to the position and state what attracts you to this post. *(continue on separate sheet if necessary)*

REFERENCES

Please provide the names and addresses of two persons willing to act as referees on your behalf, one of whom should be a professional reference i.e., former employer, supervisor, teacher etc. You should be aware that references may be sought as part of the selection process (i.e., before any offer of employment is made) therefore please include and indicate which referee you would wish us to contact at that stage.

Name	Contact details: Address, email, and telephone number	Capacity and time period in which the person has known you

please return by email along with your **CV** to *info@newtonstewartinitiative.net*