**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: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- |
| **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?**  **……………………………………………………………………………………………………………….** |

**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***