# **Easterhouse Citizens Advice Bureau**

# **Application for Employment**

 **CONFIDENTIAL**

**Please complete this application in black ink or type to enable clear photocopying.**

Easterhouse Citizens Advice Bureau wishes to ensure that comparisons between applicants for post are thorough, fair and in line with its Equal Opportunities policy. It is therefore essential that you complete this application form FULLY as it will be used to assess whether you will be shortlisted for interview.

## **POSITION APPLIED FOR**

 -----------------------------------------------------------------------------------------

SURNAME FIRST NAME

 ---------------------------------------- --------------------------------------------------

ADDRESS TELEPHONE NO

HOME

 WORK

 MAY WE CONTACT YOU AT WORK?

 **YES/NO**

HOW MUCH NOTICE, IF APPLICABLE, ARE YOU REQUIRED TO GIVE?

DO YOU HOLD A CURRENT DRIVING LICENCE? **YES/NO**

This question is only relevant to certain jobs: Please refer to the Job Description.

**EDUCATION AND TRAINING**

Please list any education and / or training (including short courses that you have undertaken.

|  |  |  |
| --- | --- | --- |
| **Date** | **Education/Courses/Training** | **Qualifications** |
|  |  |  |

### WORK EXPERIENCE

We would like to know about your work experience, paid or unpaid. Please include your current/previous employment voluntary work or community activities, and time spent caring for dependants, etc, if appropriate. If you are, or have recently been in paid employment, please indicate your current, or most recent, salary scale.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Name of Employer/ Organisation** | **Main tasks undertaken** | **Salary** | **Reason for leaving** |
|  |  |  |  |  |

**ADDITIONAL INFORMATION**

In this section we would like you to give your reasons for applying for this post. Bearing in mind the job description, please indicate what experience, skills and interest you would bring to this job. (Please continue on one additional sheet if you wish).

|  |
| --- |
|  |

**REFERENCES**

Please give below the name and addresses of two referees who can comment on your suitability for the post. If you have been employed, we would wish to seek a reference from you present or most recent employer. We will only take up references if you are called for an interview.

Name Name

Position held Position held

Address Address

I declare that the information given on this form is correct to the best of my knowledge.

**Signature Date**

Please return this form to: Caroline McCaig

 Deputy Manager

Easterhouse Citizens Advice Bureau

 46 Shandwick Square

 GLASGOW

####  G34 9DT

 email: caroline.mccaig@easterhousecab.casonline.org.uk

**Please mark the envelope Private & Confidential**