 APPLICATION FOR EMPLOYMENT

**PART TWO: APPLICATION FORM**

**Please do not include your name on any of the pages in this application form.**

**The separate Applicant Details form is not seen by the shortlisting panel.**

**Position applied for:**

**Where you saw the position advertised:**

**Current or Most Recent Employment**

|  |
| --- |
| Name and address of business: |
| Your job title | Date of appointment |
| Period of notice required **or** leaving date if no longer working |
| Is this job: (please delete as appropriate)Full time/part time. If part time how many hours/week?Paid/unpaidInternshipFreelance |
| Summary of key responsibilities and duties: |

**Previous Employment**

Please start with your most recent position, prior to the one above. Continue on another page, and copy boxes, if necessary.

|  |
| --- |
| Name and address of business: |
| Your job title: | Dates From-To Month/Year: |
| Brief outline of key responsibilities and duties responsibilities (**and state whether the post was paid or unpaid, and part or full time**): |

|  |
| --- |
| Name and address of business: |
| Your job title: | Dates From-To Month/Year: |
| Brief outline of key responsibilities and duties responsibilities (**and state whether the post was paid or unpaid, and part or full time**): |

|  |
| --- |
| Name and address of business: |
| Your job title: | Dates From-To Month/Year: |
| Brief outline of key responsibilities and duties responsibilities (**and state whether the post was paid or unpaid, and part or full time**): |

|  |
| --- |
| Name and address of business: |
| Your job title: | Dates From-To Month/Year: |
| Brief outline of key responsibilities and duties responsibilities (**and state whether the post was paid or unpaid, and part or full time**): |

**Education, Training And Qualifications**

Please give details of your educational background as well as any qualifications you have gained or training courses you have attended, particularly those relevant to the skills, knowledge or experience required for this post.

|  |  |  |
| --- | --- | --- |
| Date obtained | Institution | Details |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Membership of Professional Bodies:**

|  |  |  |
| --- | --- | --- |
| Body | Since | Qualification/Membership Status |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Supporting Statement**

Please outline below:

Why you are applying for this job.

Drawing on your personal and work experience, education and training, outline how you meet the requirements of this job as set out in the person specification. Please provide specific examples of what you have done and how you believe this demonstrates that you meet the requirements.

(No more than 1000 words)

**References**

Please provide details of two people, not related to you, who will provide an employment reference for you. One of these must be your current employer, or most recent if you are not currently employed. The other should be a referee who can express a professional opinion on your work and your ability to perform the job for which you are applying.

All offers of employment at the SLG are made subject to receipt of satisfactory references.

|  |  |
| --- | --- |
| Name of organisation | Name of organisation |
| Address | Address |
| Referee’s name | Referee’s name |
| Referee’s job title | Referee’s job title |
| How long have known this person and in what capacity? | How long have known this person and in what capacity? |
| Referee’s email  | Referee’s email  |
| Referee’s contact number | Referee’s contact number |
| May we request a reference:(please delete as appropriate)¨At any time¨Only after an offer of employment | May we request a reference:(please delete as appropriate)¨At any time¨Only after an offer of employment |