

APPLICATION

FOR

EMPLOYMENT

Position Applied for?

Where did you hear about this vacancy?

**Personal Details**

Surname: ………………………………………………………………………………………..…

Forename(s): ………………………………………………………………………………………

Address: .……………………………………………………………………………………..

.……………………………………………………………………………………..

……………………………………………………………………………………..

…………………………...…….. Postcode: ………………………...………..

Telephone Numbers:

Home: ………………………….……..…… Work: ……………………………….……..

**Employment Record**

**Present or most recent employment**

Name & address of employer: …………………………………………………………….

……………………………………………………………..

.…………………………………………………………….

……………………………………………………………..

Job Title: ……………………………………………………………..

Period of Employment: ..…..……………………………………………………….

Summary of your duties and responsibilities related to your present or most recent job:

**Should you require more space, please continue on a separate sheet of paper.**

**Previous Employment**

Please list your previous employers, beginning with the most recent:

Period of Job title &

Name & address of employer Employment main duties

**Should you require more space, please continue on a separate sheet of paper.**

**Any relevant qualifications and courses**

Relevant qualifications Relevant courses

**Supplementary Information**

**Health / Medical Information**

Have you suffered or do you suffer from any recurring health problem(s) likely to affect your ability to perform in the post?

**Driving Information**

Do you hold a current driving licence? Yes  No 

Are you a car owner? Yes  No 

If yes, would you be prepared to use your vehicle for work purposes?

Yes  No 

**Further Details**

In the space provided below, please explain why you feel you are the appropriate person to volunteer, what experience and qualities you will bring to the organisation.

**This is an important part of your application; please take time to complete it fully.**

**Referees**

Please give details of 2 people who can provide a reference on your behalf. One must be your present or most recent employer. Your referees will not be contacted until an offer of employment has been made.

**Name & Address (1)** ……………………………………………………………………….

……………………………………………………………………….

……………………………………………………………………….

**Position** ……………………………………………………………………..…

**Name & Address (2)** …………………………………………………………………...……

…….………………………………………………………………….

.……………………………………………………………………….

**Position** ……………………………………………………………………….

**Declaration**

I verify that, to the best of my knowledge, the information supplied by me on this application form, and on any additional sheets submitted, is correct.

Signature ……………………………………… Date ..………..……………………..

**When completed, please return this form, along with the equal opportunities monitoring form, to;**

West Lothian Youth Action Project

Craigsfarm Campus

Maree Walk, Livingston

West Lothian EH54 5BP

**Office Use**

Reference: ……………………………………………………………………………………

Closing Date: …………………………..……….. Received: ………………………….….

**Equal Opportunities Monitoring Form**

In order to monitor the effectiveness of our Equal Opportunities Policy, which the Project operates in line with West Lothian Council guidelines, all applicants are asked to complete this form and return it with your application.

**Please tick the appropriate box in each section.**

***Section 1***

Sex? Male  Female 

***Section 2***

Age? Years  Months 

***Section 3***

Marital Status?

Married  Single  Other\* 

\*e.g., Divorced, Separated, Living with a partner, Widowed

***Section 4***

Disability?

Are you regarded as disabled under the Disability Discrimination Act 1995?

Disabled  Not Disabled 

**Please continue over the page.**

***Section 5***

These ethnic monitoring categories are recommended by the Commission for Racial Equality for inclusion in the 2001 census. Please **circle** the category that you feel most closely associates with your ethnic or cultural background.

**WHITE**

English

Scottish

Irish

Welsh

Other - please specify …………………………………………………………

**BLACK OR BLACK SCOTTISH**

Black Caribbean

Black African

Black Scottish of Caribbean descent

Black Scottish of African descent

Black Scottish of mixed descent - please specify…………………………………………..

Black other - please specify………………………………………………………………...

**ASIAN OR ASIAN SCOTTISH**

Bangladeshi

Indian

Pakistani

Asian Scottish of Bangladeshi descent

Asian Scottish of Indian descent

Asian Scottish of Pakistani descent

Asian Scottish of mixed descent - please specify…………………………..………………

**Please continue over the page**

**CHINESE OR CHINESE SCOTTISH**

Chinese

Chinese Scottish of Chinese descent

Chinese Scottish of mixed descent - please specify………………………………………...

**OTHER ASIAN (e.g. Japanese, Vietnamese)**

Other Asian - please specify………………………………………………………………..

**MIXED RACE**

Mixed race - please specify…………………………………………………………………

**OTHER**

Other - please specify……………………………………………………………………….