

Job Application Form

This form may be photocopied. Please type or write clearly in black ink. Candidates must attach a statement in support of their application to this form. CVs may be included alongside, but not in lieu of the application form.

When completed, this form should be returned to:

**Recruitment, Artlink Central, Units 8 & 9 The Beta Centre, Stirling University Innovation Park, Stirling, FK9 4NF**

**Or Email to:** **info@artlinkcentral.org**

**No later than: Thursday 15th June 2017 5pm**

Application for the post of:………………………………………………………..

Where did you see the advertisement? …………………………………………………………………………………….…
(If you saw the advertisement on a website, please indicate the name of the site)

First Initial(s) (BLOCK CAPITALS) ..………………………………………………..….……………

Surname (BLOCK CAPITALS) …………………………………………………………………..……

Address for Correspondence (BLOCK CAPITALS) .................………..………………………….

…………………………………………………………………….………………………….………..………………………………………………………………………………………………………………

Post Code ………………….………………

E-mail Address:……………………..………………………………………………………….………
Telephone numbers: (Daytime) ……………………… (Evening)………………………………

When is the most convenient time to contact you? ……………………………………….…..

Do you hold a current driving licence? Yes/No

Do you require a work permit to take up this appointment? Yes/No

Do you require any access/communication arrangements at interview stage: Yes/No

If yes, please detail requirements

**Employment**

Please give details of all previous employment starting with your present (or most recent) employer.

Present/most recent employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates From/To** | Employer’s Name, Address and nature of business | Job Title | Reason for Leaving |
|  |  |  |  |

**Please provide a brief summary of your main duties and responsibilities:**

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

Notice Period required ………………………………………………………………………………..

Please state current salary, or most recent salary if not currently employed £………………….

Previous Employment (most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates From/To** | Employer’s Name, Address and nature of business | Job Title | Reason for Leaving |
|  |  |  |  |

**Please provide a brief summary of your main duties and responsibilities:**

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

………………………………………………………………………………………………………………………………………………………………………………………………………..

Continued Previous Employment (most recent first)

(Use separate paper if required)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates From/To | **Employer’s Name, Address and nature of business** | **Job Title/****Brief Summary of Roles and Achievements** | **Reason for Leaving** |
|  |  |  |  |

**Please account for any gaps in your employment history (e.g. Family commitments)**

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

…………………………………………………………………………………………………………..

**If you have any unpaid/voluntary work experience, please provide a brief description:**

|  |  |  |
| --- | --- | --- |
| Dates From/To | **Employer’s Name, Address and nature of business** | **Type of voluntary work carried out** |
|  |  |  |

**Secondary Education**

|  |  |
| --- | --- |
| **School** | **Qualifications gained stating subjects and grades**  |
|  |  |

**Further/Higher Education**

(Include information on undergraduate and postgraduate degrees, diplomas, evening and correspondence courses)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University/College** | **From** | **To** | **Full or part-time** | **Qualifications and classifications of degree (if applicable). State also if Honours or Ordinary and give dates awarded. Also include any other awards.** |
|  |  |  |  |  |

**Professional qualifications/date of award**

|  |
| --- |
|  |

**Other Training**

**Details of other vocational or technical courses, not included above, along with any apprenticeship/ training in a trade or profession and dates**

|  |
| --- |
|  |

**Statement In Support Of Your Application**

This should provide further information you may feel relevant to your application, concentrating on the extent to which you match the requirements of the person specification.

You may continue on another sheet.

**References**

Please give below the details of two people from whom we can obtain references, at least one of whom should be your present or most recent employer.

|  |  |  |
| --- | --- | --- |
| **Name** |  |  |
| **Position** |  |  |
| **Tel No** |  |  |
| **Email address** |  |  |
| **Address** |  |  |
| References may be taken up before interview.  | **Yes/no** | **Yes/no** |

Please note that this post will be subject to an Enhanced Disclosure/Criminal Records check.

I hereby certify that to the best of my knowledge the details given in this form are correct.

**Signature**  ……………………………………………………………….

**Date**  …………………………………

**All applications will be acknowledged.**