

Stramash Social Enterprise

Application for Employment

Please complete all sections of this form, including the referees section at the end. Email completed forms to jobs@stramash.org.uk. Applications for this post will be accepted on a rolling basis. Interviews for this post will be held by appointment only. Completed forms for emailing should be saved and titled with your first and last name followed by "EL&F Bank Staff Practitioner".

Post			
Post applied for: EL&F Bank Staff Practitioner- Elgin			
Please tick the relevant box below to indicate which hours you would like to be considered for:			
Full time		Part time	
If part time, please indicate preferred hours:			
Where did you see this post advertised?			

Personal Details	
Title:	
First name:	Surname:
Address:	Home telephone:
Post code:	Work telephone:
Email:	Mobile telephone:

Education, Qualifications and Training			
Secondary Education			
Subject/Module	Level (e.g. Standard, Int 2, Higher, SVQ)	Category of award (e.g. 1,2,3 A,B,C)	Date obtained

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University/Further Education					
Dates from/to	Name of institution	Courses/subjects studied	Qualifications obtained	Class of pass	Date obtained

Specialised Training e.g. National Governing Body Awards/First Aid/CPD		
Training organisation	Course title/Award	Date completed

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Membership of Professional Bodies		
Name of institution/body	Class/type of membership	Date joined

Employment Details	
Current/Most Recent Employment	
Employer's name:	
Employer's address:	
Post held:	
Start date:	
Leaving date: <i>or</i> Notice required:	Reason for leaving, if applicable:

Details of duties and responsibilities:

Employment History

(List in date order, include extra pages if needed)

Employer's name:

Employer's address:

Post held:

Dates of employment:

Reason for leaving:

Details of duties and responsibilities:

Employer's name:

Employer's address:

Post held:

Dates of employment:

Reason for leaving:

Details of duties and responsibilities:

Employer's name:

Employer's address:

Post held:

Dates of employment:

Reason for leaving:

Details of duties and responsibilities:

Employer's name:

Employer's address:

Post held:

Dates of employment:

Reason for leaving:

Details of duties and responsibilities:

Information in Support of Your Application

Please state in detail why you have applied for this post and how you meet the person specification. Indicate past achievements, experience and personal qualities relevant to your application and what contribution you would expect to make in the post.

Leisure Time Activities and Interests

Work Permit

Do you require a work permit to work in the UK? YES / NO

If YES:

Do you currently have a work permit? YES / NO

If YES, are there conditions attached, for example start or finish dates? Please specify:

If NO, what type of work permit do you require?

Driving Licence

Do you hold a current UK driving licence? YES / NO

Does your license have category D1? YES / NO

Does your license have penalty point endorsements? YES / NO

If YES, please state how many:

Employee Code of Conduct

Please provide the name of any person with whom you have a relationship or close friendship who is currently employed by Stramash. If applying for joint-funded posts or posts which are linked to an external organisation, you must also provide the name of any person with whom you have a similar relationship or close friendship, and who is employed within that organisation.

Declaration

IMPORTANT – READ CAREFULLY BEFORE SIGNING THE DECLARATION

I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information is false or that I have withheld information, I am liable to dismissal without notice. In accordance with the Data Protection Act 1998 I hereby consent to Stramash retaining and processing, as required, all information provided by myself in respect of this application for employment and any subsequent employment within Stramash, for the purposes of statutory, statistical and contractual obligations. I understand that, if necessary, Stramash may disclose this information to other recognised contractors for the purposes of recruitment.

I agree to allow Stramash to store my details for up to one year after the vacancy closes.

Signature:

(If successfully chosen for interview you will be required to bring a signed copy of the application with you.)

Print name:

Date:

Please now complete the referees section below.

Referees

Please provide the names of two **professional** referees, at least one of whom should know you in a work capacity. If you are employed this should be **your present employer**. If you are unemployed, please provide details from **your most recent employer**.

Referee 1

Name:

Address:

Postcode:

Daytime telephone number:

Email:

Occupation:

We may wish contact them prior to interview. Do you give us permission to do this?

YES / NO

Post Title:

I provide my consent to Stramash approaching the above named person to obtain an employment reference.

Print name

Referee 2

Name:

Address:

Postcode:

Daytime telephone number:

Email:

Occupation:

We may wish to contact them prior to interview. Do you give us permission to do this?

YES / NO

Post Title:

I provide my consent to Stramash approaching the above named person to obtain an employment reference.

Print name