



FOR OFFICE USE ONLY Candidate No.
Date Rec.

APPLICATION FOR EMPLOYMENT

Confidential

Post Applied For: Out of Bounds Project Manager

*Note: This form can be completed either by hand or word processor. Please do not send CV's as they will **not** be considered in the selection process.*

Section 1 – Personal Information

To ensure equal opportunities in the selection process this section will be removed prior to going to the panel.

Family Name

Title

First Name

Date of Birth

Address

Postcode

Phone (daytime)

Phone (evening)

Declaration – I certify that the information contained in this form is correct.
If false information is given, or withheld, I am liable to dismissal without notice.

Signed

Date

Please send your completed form marked 'Private & Confidential' to:

**Jo Pritchard, Out of Bounds Project Manager
Gorgie City Farm, 51 Gorgie Road, Edinburgh, EH11 2LA**

Candidate No. -----

Section 2 – Employment / Voluntary Work

Please list relevant paid and non-paid experience.

Current / Most Recent

Employers Name & Address

Position Held

Started

Period of Notice

Left / Current

Salary

Duties

Relevant experience gained

Reason for leaving / changing

Employment History

Please start with the most recent post and work back in time. - please continue on to a separate sheet if required

Dates		Employers Name & Address	Job Title	Duties / Experience <i>Paid or Unpaid</i>
Started	Left			

Section 3 – Education, Qualifications and Training

Education and Qualifications

Please tell us about any qualifications relevant to the post, including courses currently being undertaken. Evidence of qualifications must be provided if called to interview. Please continue on a separate sheet if required

Subject	Level	Gained At	Date Gained

Do you hold a current, full, clean driving licence?

Yes

No

If no please give details _____

What date did you pass your test? _____

Training

Please list relevant courses / seminars you have attended.

Subject	Length (e.g. 2days etc.)	Training Organisation	Date Gained

Section 4 - Experience, Skills & Achievements

Please give any further relevant information, with reference to the person specification, to support your application, noting the qualities and experience that make you a suitable applicant.

Section 5 – Additional Information

Is there anything else you would like to tell us?

Section 4 - Experience, Skills & Achievements

Section 6 – References

Please give the names and addresses of two referees, one of which must be your current / most recent employer.

1. Name	Position
Organisation	Address
Relationship with referee	Professional <input type="checkbox"/>
	Personal <input type="checkbox"/>
May your referee be contacted now?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

2. Name	Position
Organisation	Address
Relationship with referee	Professional <input type="checkbox"/>
	Personal <input type="checkbox"/>
May your referee be contacted now?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>

Do you have any specific requirements if called for interview (e.g. access)