

**NLCT**

**Forgewood Community Centre**

**49 Dinmont Crescent, Motherwell**

**ML1 3TT**

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| --- | --- |
| **Application for employment** | |
| Position applied for |  |
| Where did you see the advert for the post? |  |

|  |  |
| --- | --- |
| **Personal details** | |
| Name |  |
| Address & Post Code |  |
| Telephone |  |
| Mobile |  |
| Email |  |
| Do you have a current full driving license and access to a car? |  |

|  |  |
| --- | --- |
| **Education & Training** | |
| List relevant education and training completed. Include institution, provider and dates achieved | |
| Education | Training |
|  |  |

|  |  |
| --- | --- |
| **Employment history** | |
| Current employer |  |
| Date employed to/from |  |
| Job title |  |
| Final salary |  |
| Main duties and responsibilities |  |
| Reason for leaving |  |

#### This form is available in large print on request

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment history cont.** | | | |
| Employer | Date employed to/from | Main duties and responsibilities | Reason for leaving |
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| **Reason for applying and suitability to the post** |
| The Job Description details the key areas of responsibility and tasks involved. The Employee Specification details key areas of knowledge, experience and skills required. Please demonstrate in this section how you meet the Employee Specification. Shortlisting will be based upon how well you demonstrate your ability to meet these essential criteria. |
|  |

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| --- | --- | --- | --- |
| **Please provide two references** | | | |
| Name |  | Name |  |
| Relationship |  | Relationship |  |
| Address |  | Address |  |
| Email Address |  | Email Address |  |
| Telephone |  | Telephone |  |