**Job Application Form (please write clearly in black ink or type)**

Glasgow ESOL Forum aims to ensure that comparison between applicants for posts is thorough, fair and in line with its Equalities Policy. It is therefore essential that you complete this application form fully as it will be used to assess whether you will be shortlisted for interview.

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| Title of Post applied for: | Ref: |
| Where did you see this vacancy advertised? | |

**Please do not write your name or email address on this document but ensure your name, email address and phone number are on the attached email.**

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| Personal Details: | |
| Address and postcode: | Tel No. (Home) |
| Mobile No: |
| Work:  May we contact you at work Yes  No |

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| Current Employment: | |
| Post: | Name, address and contact details of Employer: |
| Date commenced: |
| Period of notice required: |
| Please outline briefly your responsibilities: | |

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| Previous Employment: (Please use a continuation sheet if necessary) | | | |
| Name and address of Employer: | Position held and responsibilities: | Dates: | |
| From: | To: |
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| Education and professional qualifications:  Original documents as proof of qualifications will be required at interview. | | | | | |
| Secondary Schools, College, University | Dates | | Examinations taken | Date | Result |
|  | From | To |  |  |  |
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| Professional Qualifications currently held: how obtained, grade and date | | | | | |
| Other relevant training courses (with dates) | | | | | |
| Membership of relevant organisations | | | | | |

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| Relevant Experience  Please say why you are applying for this post. Refer to the person specification, using the numbers, and outline aspects of your experience (including any voluntary work) and give details of achievements, skills and attributes which you consider relevant to this application. (Please use a continuation sheet if necessary) |

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| Do you have any disabilities that might affect your application?   Yes  No  Please tell us if:   1. there are any reasonable adjustments we can make to assist you in your application |
| 1. there are any reasonable adjustments we can make to the job itself to help you carry it out |

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| Proof of right to work in the UK All applicants must be eligible to work in the UK and will be asked to provide documentary evidence of their status, which will be checked at the interview stage | |
| NI Number |  |
| Do you require a work permit to work in the UK? | Yes  No |
| If yes, complete relevant information below: | |
| Visa Reference No |  |
| Issue Date |  |
| Expiry Date |  |
| Work Permit No |  |
| Issue Date |  |
| Expiry Date |  |
| Residency Permit No |  |
| Expiry Date |  |

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| Have you ever been convicted of a criminal offence? Yes  No  *(Declaration subject to the Rehabilitation of Offenders Act 1974)* |

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| When can you start work for us? |

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| References Please give below the names and addresses of two referees who can comment on your suitability for the post. If you have been employed, we would normally wish to seek a reference from your present or most recent employer. May we contact your present employer at this stage? Yes  No | |
| 1. Reference | 1. Reference |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
| Email: | Email: |

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| I confirm that to the best of my knowledge the above information is correct.  Signature: Date: |

**Thank you for completing this application form.**

**Please email the completed form in PDF to** [**admin@glasgowesol.org**](mailto:admin@glasgowesol.org)**. Please add your full name, email and telephone number to the email.**