### **Application Form**

**Post Applied for: Project Co-ordinator**

**Closing Date:** Friday 13 May 2022

1. **Personal Details**

Surname:

First name:

Address:

Postcode:

Telephone Number:

Email:

1. **Courses & Qualifications**

Please list qualifications you have gained and courses you have attended which you feel are appropriate to this post, starting with the most recent.

Courses and Qualifications (include year achieved):

School / College / Agency (include year attended):

1. **Employment History**

**Current or most recent employer**

Name of Employer:

Address of Employer:

Title of Post Held:

Date Appointed:

Leaving Date (if appropriate):

Notice Required:

Salary:

Main duties and responsibilities of present/most recent post:

**Previous employers**

Please tell us about other jobs you have done and about the skills you used or learned in those jobs. (This can be paid or unpaid work)

Name of Employer:

Date From and To:

Reason for Leaving:

Post and Main Duties:

Name of Employer:

Date From and To:

Reason for Leaving:

Post and Main Duties:

Name of Employer:

Date From and To:

Reason for Leaving:

Post and Main Duties:

1. **Guaranteed Interview Scheme**

Disability Equality Scotland will offer a guaranteed interview to candidates with a disability **who meet the essential criteria for this post.**

Do you wish to be considered for a guaranteed interview?

Yes [ ]  No [ ]

Do you have any support needs which we should be aware of?

Yes [ ]  No [ ]

If yes, please provide details of any assistance you require.

1. **Protection of Vulnerable Groups (PVG)**

The successful candidate and if applicable to the post, the successful candidate will be subject to membership of the Protection of Vulnerable Groups Scheme.

1. **References**

Please give the names of two referees, one of whom should be your present or most recent employer, who know you well and can provide reliable information about your experience, skills and qualifications which make you suitable for this post. Please note that you may not give the name of someone who is related to you.

**Referee One**

Name:

Job Title:

Address:

Telephone:

Email:

May we approach referee if shortlisted? Yes [ ]  No [ ]

**Referee Two**

Name:

Job Title:

Address:

Telephone:

Email:

May we approach referee if shortlisted? Yes [ ]  No [ ]

1. **Supporting Statement:**

State below your reasons for applying for this post and the qualities you consider make you a suitable applicant.

Please ensure your statement demonstrates how your skills and experience address the criteria laid out in the attached Person Specification.

Please provide any links to websites etc. which may support your application. Please use a continuation sheet if necessary.

1. **Declaration**

I confirm that the information in this application is, to the best of my knowledge**,** trueand complete.

1. **Right to work in the UK**

Are you free to remain and take up employment in the UK with no current immigration restrictions?

Yes [ ]

No [ ]

**Signed: Date:**