### Application Form

**Post Applied for: Project Coordinator**

**Closing Date:** Friday 1 July 2022

1. **Personal Details**

Surname:

First name:

Address:

Postcode:

Telephone Number:

Email:

1. **Education and 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.

**Education**

**Name of School / College / University / Training Provider (years attended); Subject Name (Qualification Type) and Result:** (list below)

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 employment**

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. **Disability Confident Scheme**

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

Do you have a disability?

Yes  No

Do you require any reasonable adjustments for interview?

Yes  No

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

### Criminal Convictions

Please disclose any unspent convictions you may have under the Rehabilitation of Offenders Act 1974. Disclosure will not automatically discount you from interview.

Do you have any unspent convictions? (please tick)

Yes  No

If Yes, please attach a letter marked Private & Confidential detailing the conviction(s) and any information that you believe relevant and enclose it with your completed form.

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:**