

Job Application Form



Registered Office: 67A Logie Green Road, Edinburgh, EH7 4HF

Telephone: 0131 557 7930, Fax: 0131 557 7931

Email: hr@foursquare.org.uk

www.foursquare.org.uk

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You should attempt to answer all relevant questions as fully as possible and it is strongly recommended that you read all the guidelines. Please **do not** attach a CV – any received will not be considered.

Please note – any canvassing of Four Square members of staff in connection with this post will result in disqualification.

Please complete this form in **Black Ink or Type**

Guidelines: Personal Details

NB this information will not be used for shortlisting purposes

b) If you wish to use a title, please give it with your name, e.g. Ms, Mr

c) If we need to telephone you at your place of work, we will not identify in any way who we are or why we are calling.

e) We are unable to offer all posts on a job-share basis. Please check the person specification and advertisements for the suitability of this post.

1. Personal Details

a) Post(s) for which you are applying:

Ref No.

b) Name:

Address for correspondence:

Postcode:

c) Telephone (day):

Telephone (evening):

d) If successful, how soon would you be able to start?

The following question applies to Van Driver posts only

e) Date of Birth:

The following questions apply to job share posts only

f) Do you wish to apply for this post.....Full Time? Job Share? Both?

If you wish to job share, are you applying to share the post with another person known to you? YES/NO

Are you willing to share this post with someone unknown to you? YES/NO

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Please return, marked Private and Confidential, to:
Human Resources Department, Four Square, 67a Logie Green Road, Edinburgh, EH7 4HF
or **Email: hr@foursquare.org.uk**

I certify that the information on this application form is correct to the best of my knowledge. I consent to Four Square checking any information I am unable to verify personally.

Signature:

Date:

BEFORE COMPLETING THIS SECTION, PLEASE READ THE GUIDELINES ON PAGE 6.

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2. Education and Training

Subject	Course Provider	Level / Qualification	From / To Completed? (part-time or full-time) or on-going?

Please list any training you have received or are currently undertaking which did not lead to a qualification but which you feel is relevant to the advertised post.

Subject	Course Provider	Duration of Course and Year

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3. Current Employment (or most recent employment)

a) Name and Address of employer:

Position held: _____ Dates employed: _____

Brief outline of duties and responsibilities:

Salary: _____

b) Other Current Activities

If you are not currently in paid employment, please use this section below to tell us what you are presently doing. For example, you may be in voluntary employment or studying or unemployed or working in the home etc.

4. Employment History

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Name and Address of Organisation (if any)	Post Held	Duties	Dates of Employment From To

Other Previous Experience (unpaid)

Name and Address of Organisation (If any)	Duties and Responsibilities	From To

If you need more space, please use a separate piece of paper.

5. Skills and General Information (Please see Guidelines overleaf)

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If you need more space please use a separate piece of paper.

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6. References

Please supply details of two referees. These should **NOT** include relatives or purely personal friends. If you are in current employment, one reference must be from your current employer. Please tick the box if you do **not** wish us to take up references with your current employer before interview.

First Reference (This should be your current or most recent employer)

Please use block capitals

Name:

Address:

Postcode

Telephone Number:

Email:

Occupation:

Second Reference

Please use block capitals

Name:

Address:

Postcode:

Telephone Number:

Email:

Occupation:

GUIDELINES

Guidelines: Sections 2 – 5

Sections 2 – 5 provide the information on which we decide whether or not to invite you for interview. It is therefore important that you complete all sections fully. You should read the accompanying Job Description and Person Specification and consider carefully whether your experience matches what we are looking for.

The information provided in sections 2 – 5 will be seen by the interview panel.

Guidelines: Skills and General Information

This section is to give us specific information in support of your application. You must be able to demonstrate on this application form and at interview, if called, that you can satisfy each and every essential aspect of the Person Specification. Please address each aspect of the Person Specification in sequence.

You will be required to demonstrate positively your ability, commitment etc. by some reference to your academic, professional, voluntary or personal life.

We require all our staff to have a commitment to Equal Opportunities.

Guidelines: References

Employment at Four Square is subject to receipt of two satisfactory references and you will be unable to start work until we have written references for you. If for any reason, references do not check out satisfactorily we will contact you. If you or your referees are unable to verify information which is material to your appointment then we may have to check it ourselves.

All Four Square social care staff are required to have a PVG Scheme disclosure check carried out.