



For office use only	
Reference number:	Date received:

Please submit to applications@youthlinkscotland.org by.

Application for the post of:

Personal Details

Name:	
Address:	Home Tel No:
	Daytime Tel No:
	Email:

References

Please give the names, addresses and daytime telephone numbers of two people willing to act as referees on your behalf. Both should be able to comment on your work experience and at least one should be able to refer to your present (or most recent) employment. If you have been unemployed, two character references will be acceptable.

Name:	Name:
Address:	Address:
Job Title:	Job Title:
Tel no:	Tel no:
Email:	Email:

May we contact your referees prior to interview?	Yes	No
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Current Salary:	Notice period required:
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Please state where you first saw this vacancy:



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Are you a settled worker (i.e. do you have the permanent right to work in the UK – for example as a British or EEA citizen)?

Yes No

If no, do you already have temporary permission to work in the UK?

Yes No

If yes, please specify your visa type and visa end date:

I confirm to the best of my knowledge that the information given in my application is correct and true.

Signature:

Date:



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Education and Training

Education: please give details of educational/professional qualifications, beginning with the most recent

Date	Name of Institution	Qualifications gained

Training: please detail any courses undertaken that are relevant to this post

Date	Course Attended	Brief description

Activities & Interests: please use this section to describe your interests and hobbies, including voluntary work and other commitments.

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Employment Information

Please give details of your employment (paid or unpaid) starting with your present/most recent employer and working backwards.

Dates of Employment	Employer Name & Address	Position and Main Responsibilities



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Please continue on a separate sheet if necessary

Please explain any gaps in your employment history (for example, travel, family commitments, unemployment)

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Additional Information

Please use the space below to detail why you have chosen to apply for this position and why your experience, skills and personality make you the ideal candidate for the post. You may want to refer to the job description and specification to help you complete this section. (If required, please continue on no more than one A4 sheet)

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