

Application for Employment

Position being applied for _____

Stronsay Development Trust, Unit 1, Wood's Yard, Stronsay, KW17 2AR

Please note that all information given in this form will be treated in the strictest confidence

Application by using this form only please, no CVs will be accepted.

PLEASE PRINT IN BLOCK CAPITALS

1 PERSONAL DETAILS

Surname

Forenames

Title: Miss/Ms/Mrs/Mr

Postal Address

Home Address (if different)

Telephone: (home)

(daytime)

National Insurance Number

2 EDUCATION: Please indicate grades where appropriate

School or Institution	Dates	Full/Part Time	Certificates Gained or Standards Reached

3 PROFESSIONAL QUALIFICATIONS

Awarding Body or Place of Study	Dates	Full/Part Time	Qualifications Gained

4 PREVIOUS EMPLOYMENT

This should be a continuous record for at least the past ten year's employment and should include any periods of unemployment.

Employer	Post Held and Brief Description of Duties	Employers' Main Activity	Dates	
			From	To

PRESENT OR MOST RECENT EMPLOYMENT

Employer	Post Held and Brief Description of Duties	Employers' Main Activity	Dates	
			From	To

Salary:

Period of Notice Required:

Reasons for wishing to leave this employment:

6 REFERENCES

Please give the names and addresses of two referees, one of whom should be your present or most recent employer

Name	Name
Address	Address
Position:	Position

Please note that references will be requested prior to interview unless otherwise indicated

7. ADDITIONAL STATEMENT TO SUPPORT YOUR APPLICATION

[Empty box for additional statement]

Signed...

Date

A Company Limited by Guarantee Registered in Scotland
Company Number SC271553
A Scottish Charity, Charity Number SC038888
Registered Office: Unit 1, Wood’s Yard, Stronsay, Orkney, KW17 2AR