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| **EMPLOYMENT APPLICATION FORM** | **af_blk** |

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| **PERSONAL INFORMATION** | **REFERENCE NUMBER****FOR OFFICIAL USE ONLY** |
| **Post Applied for: Senior Coordinator (Communications) Full Time** |
| **SURNAME** |  | **INITIALS** |  |
| **ADDRESS** |  |
|  |  |
| **POST CODE** |  | **NATIONAL INSURANCE NUMBER** |  |
| **TELEPHONE** | **DAY** | **EVENING** | **MOBILE** | **EMAIL** |
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| **MAY WE TELEPHONE YOU AT WORK?** |  | **DO YOU HAVE A CURRENT CLEAN DRIVING LICENCE?** |  |

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| **INTERVIEW DATE: Friday 16th March 2018** |  |
| **WILL YOU REQUIRE ANY ADAPTATIONS TO EQUIPMENT OR ASSISTANCE AT INTERVIEW?** |  |

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| **DO YOU HAVE ANY CRIMINAL CONVICTIONS? YOU ARE NOT ENTITLED TO WITHHOLD DETAILS OF ANY CONVICTIONS WHICH MAY OTHERWISE BE REGARDED AS SPENT** |  |
| **DATE** | **DETAILS OF CONVICTION** | **COURT** | **PENALTY** |
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| **FURTHER VOCATIONAL/HIGHER EDUCATION** Please list all colleges or Universities attended. Please provide details of all examinations taken and results awarded or awaited. |
| **College/University** |  **Dates****From To** | **Method of Study (full or part-time)** | **Qualifications obtained, grades and major subjects studied** | **Date awarded or Date awaited** |
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| **Membership of Professional Organisations** |
| **Name of Institute** | **Current Status** | **Method of Award (Examination or Assessment)** | **Date of Award** |
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| **Formal Training or Apprenticeships** |
| **Name of Apprenticeship or Training Scheme** | **Date Awarded** |
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| EMPLOYMENT |
| Please provide details of any previous employment (or voluntary activities) beginning with your current or most recent. Please continue on a separate sheet if necessary. |
| **NAME AND ADDRESS OF EMPLOYER**  | **POSITION, DUTIES AND RESPONSIBILITIES** | **DATE FROM / TO** | **SALARY + REASON FOR LEAVING** |
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| **REFERENCES (Please provide the names of two Referees, one of whom must be your current or last employer. Please note that we cannot accept references from family members or relatives)** |
|  | **REFERENCE ONE** | **REFERENCE TWO** |
| NAME |  |  |
| **POSITION** |  |  |
| **ORGANISATION** |  |  |
| ADDRESS |  |  |
| E-MAIL |  |  |
| TELEPHONE |  |  |

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| **Please use this space to comment on how your education, training and previous experiences make** **you suitable for this post as outlined on the Job Description. Please continue on a separate sheet if necessary.** |
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| **Declaration (Please read carefully)** |
| I declare that all of the information that I have provided is true and complete to the best of my knowledge and belief. I understand that if it is subsequently discovered that any information I have provided is false or misleading, or that I have withheld relevant information, this could lead to the withdrawal of any offer of employment or dismissal without notice or other disciplinary action if employment has already commenced. |
| **Data Protection** |
| I consent to Alcohol Focus Scotland and others on its behalf, including its successors in title, retaining and processing any information that I provide for the purposes of recruitment and employment and in the exercise of the company’s legitimate interests. I consent to the sharing of information with other departments within the company. |
| Signed  | Date  |

**Please return the completed application form to:**

**Denis McCusker**

**Alcohol Focus Scotland**

**2nd Floor**

**166 Buchanan Street**

**Glasgow**

**G1 2LW**

**Denis.McCusker@alcohol-focus-scotland.org.uk**

**Closing date for applications: Friday 23rd February**