



## Application for Employment

Thank you for your interest in working for the Good Morning Service.

We welcome applications from individuals who have a good understanding of their own skills-set, experience, time commitments and how they might benefit the organisation.

Please carefully consider what you can contribute and what you hope to gain from working for the Good Morning Service.

Please complete, sign and return this application form by post or hand delivery. We welcome additional information which adds character to your application.

When complete return to:

Chief Executive  
Good Morning Service  
Flemington House  
110 Flemington Street  
Glasgow  
G21 4BF

### For Official Use Only

Date application received

Candidate reference number

Short listed for interview?

Date of interview

# Application for Employment



Post Applied For: \_\_\_\_\_ No. Hours Per Week: \_\_\_\_\_

Candidate Number: \_\_\_\_\_ (leave blank)

Notes:

- ✚ Please hand write in black ink.
- ✚ Please complete all sections.
- ✚ Sections A below will be detached from the rest of the application and that information will not be available to the short listing panel.
- ✚ We do not accept faxed or e-mailed applications. A completed and signed original application form should be posted or hand-delivered to the address on the cover page by the closing date.

## SECTION A: PERSONAL DETAILS

Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Full Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone No. (Home): \_\_\_\_\_ Mobile: \_\_\_\_\_

Telephone No. (Work): \_\_\_\_\_ (If convenient)

Email address: \_\_\_\_\_  
(in capital letters)



Please provide details of any higher education undertaken.

<b>University or college</b>	<b>Degree or qualification obtained</b>	<b>Duration</b>

Please provide details of any professional qualifications held not listed above.

<b>Qualification</b>	<b>Relevant body</b>	<b>Duration</b>

**If you have any other training which may be relevant please note it here.**

<b>Name of course</b>	<b>Provided by</b>	<b>Date</b>

**SECTION E: EMPLOYMENT RECORD**

**Present or Most Recent Employment**

Name and address of organisation: \_\_\_\_\_

Nature of business: \_\_\_\_\_

Post held: \_\_\_\_\_

Date appointed: \_\_\_\_\_ Date left (if applicable): \_\_\_\_\_

Please describe your duties and responsibilities:

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**Previous Employment** (Please continue on additional sheet if necessary)

Name and address of employer	Dates		Post title and brief outline of main duties and responsibilities
	From	To	

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## **SECTION F: SUPPORTING STATEMENT**

Please describe the contribution you could make to the organisation, citing relevant examples from your employment, volunteer and/or personal experience where appropriate. Use this space to build a picture of who you are, which will contribute to your suitability as an employee. (Please continue on a separate sheet if necessary).

**SECTION G: REASON FOR APPLYING**

Please tell us why you want to work at the Good Morning Service. Also tell us what you hope to gain from being employed by the organisation. (Please continue on a separate sheet if necessary).

**SECTION H: STORAGE OF SENSITIVE INFORMATION**

The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Good Morning Project Ltd. We will store this Application Form in a secure and safe manner.

I authorise the collection of this information by Good Morning Project Ltd. so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by Good Morning Project Ltd., by providing a written request. I can also request the correction, addition, or elimination of any data through this written request.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## SECTION I: REFERENCES

Please supply full details of two referees whom we may approach, one of whom should be your present employer and the other a previous employer. If you are self-employed or unemployed please give details of two people who have direct knowledge of your skills and abilities.

Name: _____	Name: _____
Occupation: _____	Occupation: _____
_____	_____
Address: _____	Address: _____
_____	_____
_____	_____
Postcode: _____	Postcode: _____
Telephone No: _____	Telephone No: _____
Email Address: _____	Email Address: _____
_____	_____
Can we contact before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>	Can we contact before interview? Yes <input type="checkbox"/> No <input type="checkbox"/>

## SECTION J: DECLARATION

**I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true. I understand that any false or misleading statement or any significant omission could result in termination of my position should I be subsequently enrolled as a result of submitting this application.**

I understand that any offer will be subject to receipt of, satisfactory references, satisfactory Disclosure results and a probationary period.

I authorise Good Morning Project Ltd to verify information contained in this application via telephone, e-mail, fax or letter.

I understand that third parties may be consulted to verify qualifications, criminal convictions and health information.

Signature \_\_\_\_\_ Date \_\_\_\_\_