

FURTHER AND HIGHER EDUCATION QUALIFICATIONS

Name of Institute/College	Qualification	Subject	Date gained

PRESENT EMPLOYMENT (OR MOST RECENT EMPLOYMENT)

Name and address of Employer:

Job title: _____

Date started: _____

Date left:
(if applicable) _____

Nature of business:

Salary and other benefits: _____

Grade: _____

Main duties and responsibilities:

PREVIOUS EMPLOYMENT

List in order, with most recent first, and include any periods of unemployment.

Name and address of Employer	Job title and main responsibilities	Date from Day/Month/Year	Date to Day/Month/Year	Reason for leaving

MOST RELEVANT EXPERIENCE / REASON FOR APPLYING

The Job Description details the key areas of responsibility and tasks involved. The Employee Specification details key areas of knowledge, experience and skills required. Please demonstrate in this section how you meet the Employee Specification. Shortlisting will be based upon how well you demonstrate your ability to meet these essential criteria. Continue over page and use additional sheet if required.

(continued)

DISABILITY

North Lanarkshire CARERS TOGETHER welcomes applications from disabled candidates and offers a guaranteed interview to those who meet the minimum requirements for the vacant post.

Do you consider yourself to have a disability?

Yes

No

REFERENCES

Please give the names of two referees, one of whom should be your present employer, and one character reference. If you are currently not working, one referee should be your last employer.

Name: _____

Occupation: _____

Address: _____

Telephone: _____

Name: _____

Occupation: _____

Address: _____

Telephone: _____

May we contact your present employer for a reference before any job offer is made to you?

Yes

No