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| APPLICATION FOR EMPLOYMENT- CONFIDENTIAL**DO NOT USE THIS FORM IF APPLYING FOR A VOLUNTEER POSITION****(PLEASE WRITE OR TYPE IN BLACK INK AND USE ADDITIONAL SHEETS IF NECESSARY)** |
| Position applied for:Available to take up employment (date):  | How did you learn about this vacancy: |
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| **PERSONAL DETAILS:** |
| Surname: | First Name(s) or Initial(s): |
| Address where you can be contacted:Tel. No:(daytime):(evening): e-mail address: | N.I. No: Do you have legal entitlement to work in the UK?  |
| **EDUCATION:** |
| SECONDARY: Name of School & Address  | Examinations (subject/result, etc) |
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| COLLEGE/UNIVERSITY:College/Institute or other name | Type of Course | Main Subjects/Modules,Qualification or class of degree |
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| **EMPLOYMENT HISTORY*****Current, or most recent, employment: CV not acceptable*** |
| Job title, main responsibilities and achievements. (If you are not currently in paid or voluntary employment please tell us what you are presently doing) | Name of employer | Length of Employment & Hours per week | Reason for leaving or wishing to leave: |
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| ***Other significant employment or voluntary work within last ten years, starting with most recent (include length of employment)*** |
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| **OCCUPATIONAL QUALIFICATIONS & SKILLS: *What other relevant qualifications or practical skills do you have, including personal courses and technical skills, etc., and how were they obtained?*** |
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| **EXPLAIN HOW YOUR QUALITIES AND PREVIOUS EXPERIENCE WOULD ENABLE YOU****TO MEET THE** **REQUIREMENTS OF THE POST:** |
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| **How would you describe yourself? Why are you interested in this post?** |
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| **What do you think are the critical aspects of a successful recovery journey after substance misuse?**  |
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| **REHABILITATION OF OFFENDERS ACT 1974 & PROTECTION OF VULNERABLE GROUPS (SCOTLAND) ACT 2007 (as amended)** |
| This post will require completion of the appropriate level of **PVG Disclosure Record.**  Disclosure checks will only be requested for those applicants that we wish to appoint.(i) **Self Declaration Form:** Please confirm that you have completed the Self Declaration form and returned it to us in a sealed envelope clearly marked “Self Declaration Form”. This Self Declaration Form will only be opened in the event of you being considered for an interview. **Please Tick** (ii) **Disclosure Record**: Please confirm that you understand and agree to a disclosure record should we wish to appoint you to a post considered to be regulated work. **Please tick** |
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| **REFEREES:*****Name, Address and Occupation of 2 referees, 1 of whom should be your current or most recent employer. Please indicate if you have objections to a referee being contacted prior to interview.*** |
| 1. Name and Address:Tel no :E-mail:  | Occupation/Connection to You : |
| 2. Name and Address:Tel no :E-mail:  | Occupation/Connection to You : |
| **DECLARATION:** |
| I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS FORM IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I REALISE THAT FALSE INFORMATION OR OMISSIONS MAY LEAD TO DISMISSAL WITHOUT NOTICE.**Signature:…………………………………………………………………………………….** **(can be signed digitally is being submitted by email)****Date:………………………………………………………………………..** |
| Please return the form to admin@restorationfife.org.uk ***OR*** BY POST TO Restoration, Unit 1, Ore Valley Business Centre. 93 Main Street, Lochgelly, KY5 9AF |