

Lothlorien Community (Rokpa Trust)

Application for Employment

Surname:

Initials:

Post Title:

To help us assess your application please complete all sections of this application form.

A CV will not be accepted unless submitted by a visually impaired applicant.

Please type or print using black ink

Your Personal Details

Address:

Postcode:

Tel
(Home):

Tel
(Business):

Mobile:

Email:

National
Insurance
Number:

Certificates gained at School

Please give details of any certificates obtained such as SCOTVEC, SQA

Awarding Body (e.g. SQA)	Course/Subject/Module Titles	Level/Grade of Course (e.g. 1,2,3 / A,B,C)	Date Certificate Awarded	☐ Tick if Awaiting Results

Your Further or Higher Education

Please give details of any course for which a certificate e.g. SVQ, HNC, HND degree or diploma was awarded

University/College	Course Title (e.g. HND Computing)	Subjects studied	Date Awarded	☐ Tick if Awaiting Results

Current Membership of Professional Bodies

Name of Awarding Body/Instituti	Class of Membership	Date Awarded	Membership No. and Expiry Date (if applicable)

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Training Courses attended which may be relevant to this application

Course Provider	Description of Course (including main subject covered)	Date Awarded

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Current Employment (or most recent)

Name & Address of Employer	Job Title	Dates		Basic Salary / Wage <input type="text" value="£"/> per week/year Additional Supplement / Bonus e <input type="text" value="£"/> per week/year Notice Required
		From	To	

Please give details of your present duties/responsibilities using supplementary sheet (s) if required. Please ensure you put your name (surname and initials) on any separate sheets used.

Previous Employment

List in order with most recent employer first. Please use supplementary sheet(s) if required ensuring that your name (surname and initials) is on any separate sheets used.

Name & Address of Employer	Job Title and Brief Description of Duties	Annual Salary or Hourly Rate	Dates		Reason for Leaving
			From	To	

Other Previous Experience (unpaid)

Please give details of any unpaid or voluntary experience relevant to this post

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Skills and General Information

Please give details of the skills which you have which are relevant to this post

Driving Licence

Do you hold a current driving licence? Full Provisional No

Does your licence have penalty point endorsements? Yes No

If yes please specify:

Leisure Activities or Interests

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Referees

Please provide details of two referees. If you are currently in employment, at least one must represent your present employer. References are normally taken up if you are short-listed for interview. Please tick the box if you do not wish contact to be made with a referee prior to an interview being held. After interview, if Lothlorien is considering offering you an appointment, referees will be contacted.

Contact Name & Occupation	Address (including Postcode)	Email address	Tick if NO Contact to be made prior to interview

Other Details

If successful in your application for this post, how soon would you be able to start?

Have you ever been convicted of a criminal offence?

If yes, please give details.

Personal Statement

Please use the rest of this sheet (and any additional sheets if you wish) to tell us why you are interested in taking up this post at Lothlorien, including what you hope to gain and what you hope to bring to the community.

Declaration

IMPORTANT (Please read carefully before signing)

I certify that all statements given above by me on this form are true and correct to the best of my knowledge, I realise that if I am employed and it is found that information I have provided here or in any other documents associated with the recruitment and selection process are false, or that I have withheld information, I am liable to dismissal without notice.

Please sign using initials and surname only

Signed: Date:
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Returning your Application

Completed Application forms should be emailed to the Manager at lothlorien1@btopenworld.com