# Greener Kirkcaldy

# Job Application Form

The information provided on this application form will remain private and confidential and will be used only for the purpose of selection/recruitment.

Please complete all sections of this application form.

|  |
| --- |
| **Job title you are applying for:** *Please select which role(s) you’re interested in*  Energy Advisor Energy Advisor *(Maternity Cover)* Both |
| **Name:** |
| **Address:** |
| **Email Address:** |
| **Phone:** |
| **Mobile:** |
|  |
| **May we telephone you during the day?:**  Yes/No |
| **When would you be able to begin work if successful?:** |
| **How did you hear about this job?:** |

**REFEREES**

Please give the names and addresses of two people who can comment on your suitability for this post. One of these must be your present or most recent employer.

|  |  |  |
| --- | --- | --- |
|  | **First referee** | **Second referee** |
| Name |  |  |
| Position |  |  |
| Organisation |  |  |
| Address |  |  |
| Tel number |  |  |
| Mobile number |  |  |
| Email |  |  |
| How does this person know you? |  |  |

May we contact these referees prior to interview? Yes/No

**DECLARATION**

I confirm that the information I have given in this application, is to the best of my knowledge, true and complete.

|  |
| --- |
| **Signature** |
| **Date** |

**Education, training and professional qualifications**

Please start with the most recent.

1. **School/Further/Higher Education**

|  |
| --- |
| Relevant courses and qualifications obtained |
|  |

1. **Training courses and professional qualifications**

|  |
| --- |
| **Relevant training courses and qualifications obtained** |
|  |

**Employment history**

1. **Current or most recent position of work**

|  |  |  |
| --- | --- | --- |
| **Dates and current or final salary** | **Employer’s name and address** | **Position/duties/achievements** |
|  |  |  |

1. **Previous positions of work**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer’s name and address** | **Position/duties/achievements** | **Reason for leaving** |
|  |  |  |  |

1. **Other relevant experience**

Include details of voluntary work, study, membership of organisations etc.

|  |
| --- |
|  |

1. **Tell us how your skills and experience would enable you to meet the following requirements of this post (please give specific examples):**
2. **Engaging with people from a wide variety of backgrounds in an advice or support role (200 words)**

|  |
| --- |
|  |

1. **Delivering events, talks or workshops with participants in a group setting (200 words)**

|  |
| --- |
|  |

1. **Maintaining accurate case records using database software (200 words)**

|  |
| --- |
|  |

1. **Tell us how your skills and experience would enable you to meet the other requirements outlined in the person specification - please give specific examples. (500 words)**

|  |
| --- |
|  |

1. Why do you want this job? (100 words)

|  |
| --- |
|  |

1. We will consider requests for flexible or part-time working or job sharing.   
   Please state below the hours you are available to work.

|  |
| --- |
|  |

1. **Please provide details of any unspent convictions under the Rehabilitation of Offenders Act 1974.**

|  |
| --- |
|  |

1. **Do you have any close relationships or family connections with anyone within the organisation? Please give details.**

|  |
| --- |
|  |

**Please return your completed application form to** [**jobs@greenerkirkcaldy.org.uk**](mailto:jobs@greenerkirkcaldy.org.uk)

**by 5pm on the closing date.**

**Do not convert this form to PDF or any other format.**