 **APPLICATION FOR EMPLOYMENT**

**STRICTLY CONFIDENTIAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please complete the application fully. All forms should be signed and forwarded to the contact detailed on the advert and by the closing date. Information provided on this from will be used for the short-listing process, it is therefore your responsibility to ensure that you demonstrate how you meet the criteria set out in the employee specification for the post. Fife Coast and Countryside Trust reserves the right to exclude any application from the short-listing exercise when the instructions outlined on this form have not been followed.**  ***Please do not send CVs as we will shortlist from the information in this application form.*** | | | | | | | | | | | | |
| **Job Title** | |  | | | | | | | | | | |
| **Reference Number** | |  | | | | | | | | | | |
| **Where did you see the job?** | |  | | | | | | | | | | |
| **Are you eligible to work in the UK?** | |  | | | | | | | | | | |
| **Personal Information** | | | | | | | | | | | | |
| **Title** | |  | | | | | | | | | | |
| **Forename/s** | |  | | | | | | | | | | |
| **Surname** | |  | | | | | | | | | | |
| **Address** | |  | | | | | | | | | | |
| **Postcode** | |  | | | | | | | | | | |
| **E-mail Address** | |  | | | | | | | | | | |
| **Daytime Contact Number** | |  | | | | | | | | | | |
| **Evening Contact Number** | |  | | | | | | | | | | |
| **Do you have a full current driving licence suitable to us in the UK?** | |  | | | | | | | | | | |
| **What hours would you prefer to work?** | | Full time |  | | Part time |  | | Casual |  | Other |  | |
| **How many hours would you prefer to work per week?** | | 40 |  | | 36 |  | | 20 |  | Less than 20 |  | |
| **Work History** | | | | | | | | | | | | |
| **Employer Details and**  **Dates of Employment** | | **Job Title- Key Achievements**  **and responsibilities** | | | | | | **Reason for leaving** | | | | **These boxes will expand to allow you to answer the questions fully** |
|  | |  | | | | | |  | | | |
| **Education/Training** | | | | | | | | | | | |
| **University, College, school or other** | |  | | | | | | | | | |
| **About you** | | **Tell us about your skills, knowledge and experience. We don’t just want to know what you’ve done. We want to know how you did it, how that shows to us you can do this job and how you meet the criteria set out in the role profile.** | | | | | | | | | |
|  | | | | | | | | | | | |
| **Why Us?** | | **Tell us what has motivated you to apply for this role.** | | | | | | | | | |
|  | | | | | | | | | | | |
| **Why you?** | | **This is your chance to tell us what you can bring to the role.** | | | | | | | | | |
|  | | | | | | | | | | | |
| **References** | | | | | | | | | | | | |
| **Name** |  | | | **Name** | | |  | | | | | |
| **Email** |  | | | **Email** | | |  | | | | | |
| **Contract No.** |  | | | **Contact No.** | | |  | | | | | |
| **Address** |  | | | **Address** | | |  | | | | | |
| **Declaration –** The information on this form will be used for recruitment and selection purposes only and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed six months after the closing date. For more information on your privacy rights, please refer to FCCT’s privacy policy available at [www.fifecoastandcountrysidetrust.co.uk](http://www.fifecoastandcountrysidetrust.co.uk).  If it is discovered that you have given any information, which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.  I confirm that the information contained in this application form is correct. | | | | | | | | | | | | |
| **Signed** | |  | | | | | | | | | | |
| **Date** | |  | | | | | | | | | | |