**Easilink Office (Strabane)**

**Unit 12 Strabane Enterprise Agency**

**Orchard Road, Strabane**

**BT82 9FR**

APPLICATION FORM

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**

Please note that the closing date for this role is Monday 13th May 2024 at 12noon.

Position Applied for: Scheduler / Client Support

**Personal Details**

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Title:

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First name(s):

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| --- |
|  |

Surname:

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|  |

Address:

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| --- |
|  |

Postcode:

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| --- |
|  |

Home

Telephone number

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| --- |
|  |

Mobile

Telephone number

|  |
| --- |
|  |

E-mail

address

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? | Yes | ☐ | No | ☐ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you hold a full UK Driving Licence and have access to a car | Yes | ☐ | No | ☐ |

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| **Rehabilitation of Offenders Act** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever been convicted of a criminal offence? | Yes | ☐ No |  | ☐ |
| Have you any prosecutions pending? | Yes | ☐ No |  | ☐ |

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| --- |
| If yes, please give details / dates of offence(s) and sentence. |

| **Training courses (relevant to your employment)** |
| --- |
| **Dates** | **Course**  | **Accreditation** |
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| **Education (list most recent first)** |
| --- |
| **Dates** | **Level (i.e GCSE, Btec, NVQ, Degree etc)** | **Subject and grade achieved** |
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Education and Qualifications

Employment history

Please provide employment details (paid and unpaid) listing most recent first. **Please give a brief description of each role**, continuing a separate sheet if necessary. If you have any significant gaps in your employment history, please provide dates and explain the reasons.

| **Dates form - to** | **Employer name and address** | **Job title and description** | **Salary** | **Reason for leaving** |
| --- | --- | --- | --- | --- |
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Essential Criteria

Please outline concisely below how you meet the **Essential Criteria** listed in the Job Description, giving examples where possible. (Please continue a separate sheet if necessary).

Desirable Criteria

Please outline concisely below how you meet the **Desirable Criteria, Experience and Skills** listed in the Job Description giving examples where possible. (Please continue on a separate sheet if necessary).

**REFEREES**

One of these referees must be your present or most recent employer.

Reference 1

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| --- |
|  |

Name & Job Title:

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| --- |
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Address:

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Post code:

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Telephone:

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Email:

Professional relationship to you:

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# Reference 2

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Name & Job Title:

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|  |

Address:

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Post code:

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Telephone:

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Email:

Professional relationship to you:

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

I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.

**Name (Signed): Date:**

We will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants. The Company will only process your personal data where it has a lawful basis for such processing.

**Return of Applications**

Completed Applications & Monitoring Form must be returned via email to claire@easilink.org or to the postal address below by **Monday 13th May 2024 at 12noon.**

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