



Application Form

Please complete all sections of this form and return by e-mail to hr@sleepscotland.org or by post to **Sleep Scotland, 8 Hope Park Square, Edinburgh, EH8 9NW.**

Position applied for:	
Name:	
Address (incl. postcode):	
Daytime telephone number (incl. code):	
Evening telephone number (incl. code):	
E-mail address:	
May we telephone you during the day? (please delete as appropriate)	YES / NO

Have you had any criminal convictions? (Delete as appropriate) <i>Please ignore 'spent' offences under the Rehabilitation of Offenders Act 1974.</i> YES / NO
Do you have any charges pending? (Delete as appropriate) YES / NO
If you answered yes to either of the above, please give details:
A work permit is required for all non-EU citizens. Do you require a work permit? (Delete as appropriate) YES / NO
If you have answered yes, please state period of validity:
Do you have a valid driving license? (Delete as appropriate) YES / NO
How much notice do you need to give your current employer?

DECLARATION:

I declare that, to the best of my knowledge, the information given on this form, and on any attachments to it, is true and correct. I understand and hereby agree that if I am appointed to the Sleep Scotland's staff it will be on the basis of this information and that a false statement may result in termination of that appointment.

Signature: Date:

Name of Applicant:

EDUCATION, TRAINING AND QUALIFICATIONS

Starting with the most recent, please provide details of your education, training and qualifications.

From	To	Name of education / training provider	Subjects studied with grades awarded. <i>(Most recent first)</i>

Please continue on another sheet if necessary.

EMPLOYMENT HISTORY

Starting with your most recent employer first, please give name and address of employer, a brief description of duties and responsibilities of the post and your reasons for leaving. This may include any relevant voluntary experience. Any periods of unemployment must be included.

From	To	Name of Organisation	Duties and responsibilities. Reasons for leaving.

Please continue on another sheet if necessary.

APPLICATION DETAILS

With reference to the job description and person specification, please state your reasons for making this application. Include any skills, aptitudes or personal qualities gained within or outside paid employment, and explain how you might use them in this post.

A large, empty rectangular box with a black border, intended for the applicant to write their reasons for making the application, including skills, aptitudes, and personal qualities gained within or outside paid employment.

Please continue on another sheet if necessary.

REFERENCES

Please give names and addresses of two referees, one of which must be your previous or present employer.

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Postcode:	Postcode:
Telephone number:	Telephone number:
Email:	Email:
May we contact the referee before interview? YES / NO	May we contact the referee before interview? YES / NO
In what capacity does the referee know you?	In what capacity does the referee know you?