



THE NATIONAL LOTTERY®

Application Form

Forth Valley Sensory Loss Advice Service

Sensory Loss Advice Worker

NOV 2024

The information you provide in your application form is the **only** information we will consider in deciding whether you will be short listed for interview. It is therefore very important that you complete every section as fully as possible. To assist in the duplication of the form it is essential that you complete it in **black** ink. If you use separate sheet/s use white paper only. Please **do not** staple the pages together **Do not send a curriculum vitae**

Section 1 - Personal Details

Guidelines

a) Name _____

a) If you wish us to use a title please give it with your name e.g. Ms, Mr, Dr.

b) Address for correspondence:

b) Please include your postcode

c) Phone Day _____

Phone Evening _____

E-mail _____

c) Do not include your works number unless you agree that we can call you at work

d) Dates you are not available for interview

d) Let us know of any dates when you will not be available over the next month. Once set interview dated cannot be changed

e) If successful, how soon would you be able to start?

f) Do you hold a current full Driving License Yes No

Section 2 – Education and Training

School	
Level/Qualification	Date Gained

Guidance

It is not necessary to list every O level / standard grade SCE Higher etc e.g. 6 O grade 4 Highers is sufficient.

Further/ Advanced/ Post grad/Professional		
Subject	Level/Qualification	Date Gained

Please try to include the subjects studied rather than simply giving the course/degree /diploma /certificate name

Training		
Course	Course Provider	Date
You may continue on, or substitute, a separate sheet if you wish		

Please list any training that you have received which you consider relevant to this application

Section 3 Experience – Employment

Current or most recent employer	From:	To:
Name & address:		
Post held:		
Post details:		
You may continue on, or substitute, a separate sheet if you wish		

Guidelines

Tell us about your current or most recent **relevant** post

If you are currently employed outside the field of advice provision go back to your last post in that field

Then tell us about your entire employment history below

Employment History				
Date of employment		Name & Address of organisation	Position held	Brief description of Duties and Responsibilities
From	To			
You may continue on, or substitute, a separate sheet if you wish				

Section 4 Experiences – Voluntary Work

Organisation	Voluntary Work / Service details	From	To
You may continue on, or substitute, a separate sheet if you wish			

Guidelines

Tell us about any unpaid work/service which you have undertaken and which may help to show that you hold any of the experience skills and attributes we have identified in the Job Description or Person Specification

Section 5 Experience – Other

Experience details	From	To
<p align="center">You may continue on, or substitute, a separate sheet if you wish</p>		

Guidelines

We realise that not every relevant experience you may have had will have been in a work environment particularly where you have had a break in your work history.

Simply tell us about anything you think may promote your application

Section 6 Skills and Attributes

Skills and Attributes
You may continue on, or substitute, a separate sheet if you wish

Guidelines

This is the most important section which will give us specific information in support of your application.

You must be able to demonstrate that you fulfil most, if not all, of the aspects of the Person Specification.

It will not be sufficient to simply duplicate what the Person Specification says.

For example, if the specification is “hold communication skills” you should not simply say “ I hold good communication skills”

You will be required to demonstrate when you used those skills by reference to your academic, work, voluntary and personal experience.

To make it easier for us to understand, you should try to reference your points to the Person Specification numbers.

Section 7 General Information

General Information
You may continue on, or substitute, a separate sheet if you wish

Guidelines

This is your opportunity to tell us about anything that you think may promote your application.

You may wish to tell us why you want this post or what additional valuable skills you can bring with you if appointed.

You may wish to explain or reinforce something in your application.

Section 8 – References

It is our policy to take up all academic, employment and character references. If an offer of employment is made prior to the receipt of references such an offer will be subject to the receipt of satisfactory references and may be subsequently withdrawn.

If successful your employment will not start until references are received

Please supply the details of TWO referees, one of which should be your current or last employer if possible.

Referees must not be a close relative of the candidate or a member of the management committee of Stirling District CAB

Referee 1

Name: _____

Position: _____ (if relevant)

Address: _____

Telephone: _____

May we contact this person prior to an offer of employment

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Referee 2

Name: _____

Position: _____ (if relevant)

Address: _____

Telephone: _____

May we contact this person prior to an offer of employment?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Section 9 – Declaration

I declare that the information contained in this application form and any attachments are true and correct to the best of my knowledge.

I understand that to knowingly supply false or misleading information may constitute an act of gross-misconduct which may lead to dismissal if my application is successful

I am not subject to any impediment under current legislation which prohibits or restricts my employment in the United Kingdom

Signed: _____ Date: _____

For an application pack please contact – Craig Anderson, CEO,
craiganderson@stirlingcab.casonline.org.uk or for an informal discussion call 01786
464773

Closing date for applications is XXXXXX, postal applications should be marked JOB
APPLICATION

Interviews will be held week beginning of XXXXXX

Craig Anderson
CEO
Stirling District CAB Ltd
3 Cameronian Street
Stirling
FK8 2DX

To ensure the confidentiality of your application please remember to mark the
envelope “JOB APPLICATION”