



Horshader Community Development
Raebhat House
North Shawbost
Isle of Lewis
HS2 9BD

APPLICATION FORM

PRIVATE & CONFIDENTIAL

Please complete either in type or handwritten. Please note that standard CV's should not be used in place of this form.

POSITION APPLIED FOR:

PERSONAL

First Name:	Surname:
Address:	Preferred Title:
	Date of birth:
Tel No. (Home)	Tel No. (Office)
When and where is the best time to telephone you?	
Do you hold a current driving licence?	Do you own a car?
If driving is a requirement of the job, please give details of any endorsements:	
Can you speak, write or read Gaelic?	
Please give details of any jobs, business interests, etc, which would continue after joining Horshader Community Development.	
If you are related to anyone who is, or has been, a board or staff member of Horshader Community Development within the last year, please give details:	

HEALTH:

Do not be deterred by these questions as account is only taken of matters which would affect your ability to do the job, but please note that you may be required to attend a medical examination prior to or during your employment with us.

If you have ever had any serious illness or operation please give details:
How many sickness days have you had during the past 2 years?
If any, please give details:
Are you currently receiving any medical treatment?
If so, please give details:

EDUCATION AND TRAINING

Please give as much detail as you can. If you need more space, continue on the back page provided for this.

Dates From/To	Secondary School / College / University	Qualifications Gained
Give details of recent courses attended and any examinations for which you are currently studying.		

MEMBERSHIP OF PROFESSIONAL BODIES

Date joined	Name of Professional or Technical Association	Status
Give details of any professional or technical journals you read regularly:		

PRACTICAL TRAINING

Please give details of training courses undertaken, e.g. apprenticeship, YTS, WP package, software skills, etc.

EMPLOYMENT SUMMARY

Please include details of any Military Service. Continue on the back page

Name of Employers (most recent first)	Post held	From/to (month & year)

EMPLOYMENT (1)

(We would like you to give further details of your three most recent employers)

Name and address of present or most recent Employer:
Salary and main benefits:
Period of notice required:
Your last job title and main responsibilities (including No. of staff supervised – if any)
What achievements do you feel you have made in this position?
Why do you wish to change your job?

EMPLOYMENT (2)

Name of Employer	
Salary on starting	Salary on leaving
Your last job title and main responsibilities	
Reason for leaving	

EMPLOYMENT (3)

Name of Employer	
Salary on starting	Salary on leaving
Your last job title and main responsibilities	
Reason for leaving	

OTHER EXPERIENCE (e.g. voluntary/holiday/vocational)

(We value skills obtained from all work experience. Please complete this section as appropriate)

INTERESTS/ACTIVITIES

(Please give details of your special interests, sports and hobbies including positions of responsibility)

