|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PA Application Form for Job Reference: PX ICP** | | | | |
| **NOTE:** Please complete this application form accurately, giving as many details as possible of your skills and experience relating to this job application. Short listing will be based on the information gathered from the form, read in conjunction with the job description. | | | | |
| **Applicant’s Details** | | | | |
| Surname:  First Names:  Telephone:  Mobile:  Email: | | | Address:    Postcode: | |
| **Education/Training** (please continue on a separate sheet if required) | | | | |
|  | **From** | **To** | | **Qualifications Obtained** |
|  |  | |  |
| **Current / Previous Employment** (please continue on a separate sheet if required) | | | | |
| **Position** | **From** | **To** | | **Main Duties and Reason for Leaving** |
|  |  |  | |  |
| Personal Statement – Experience, skills and general comments. | | | | |
| **NOTE:** After reading the Job Description carefully, consider what skills and experience you have that are suited to this post. They need not have been gained in paid employment and may include special interests relevant to the post. If you need additional space please use a separate sheet. | | | | |
|  | | | | |
| **Do you have a current driving licence YES/NO** | | | | |
| Please state whether Provisional or Full licence. Detail any endorsements below.  Do you own a car? **YES/NO** | | | | |
| **When would you be available to start work?** | | | | |
|  | | | | |
| **Where did you see this job advertised?** | | | | |
|  | | | | |
| Please name two people who can be contacted to provide references e.g. former employer, college tutor, other professionals – **not** friends or relatives. | | | | |
| Name: | | | Name: | |
| Position: | | | Position: | |
| Relationship to you: | | | Relationship to you: | |
| Address:  Tel. No. | | | Address:  Tel. No. | |

## I declare that, to the best of my knowledge, the information I have given is true and correct. I understand that deliberately providing false information could lead to my dismissal.

### Signature : Date :

*If returning by email this form can be signed at interview.*

Please return this form ASAP.

**Preferably by email to:** pajobs@lothiancil.org.uk

**Or To : Lothian Centre for Inclusive Living (LCiL)**

**Norton Park**

**57 Albion Road**

**Edinburgh**

**EH7 5QY**

To ensure delivery, please check that sufficient postage has been paid.

**Closing date: 25 June 2022**