**Application Form**

**Post applied for: POLICY ENGAGEMENT OFFICER**

**Name:**

**Address:**

**Email:**

**Telephone:** Day:

 Evening:

 Mobile:

May we use all these numbers to contact you? Yes/ No

**Referees**

Please provide details of two people who can comment on your suitability for this post. One of these must be your present or most recent employer. Referees should not be family members. We will not contact your referees prior to interview without your permission.

|  |  |  |  |
| --- | --- | --- | --- |
| **First Referee** |  | **Second Referee** |  |
| Name |  | Name |  |
| Position |  | Position |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Tel number |  | Tel number |  |
| Email |  | Email |  |

In what capacity do these referees know you?

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

**Declaration**

I confirm that the information I have given in this application is true and complete.

|  |  |
| --- | --- |
| Your signature |  |
| Date |  |

1. **Education**

Tell us about your formal qualifications and any relevant continuing professional development or training undertaken. Please start with the most recent:

|  |  |  |
| --- | --- | --- |
| Institution attended or Awarding Body  | Date of award or attendance | Subjects studied and/ or qualifications obtained |
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1. **Current or most recent employment**

|  |  |
| --- | --- |
| Employer |  |
| Position held |  |
| Period in post | from |  | to |  | Salary |  |
| Reason for leaving  |  |

Your current or most recent post – summarise your main duties, responsibilities and achievements.

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1. **Previous employment**

Tell us your full employment history prior to your current/most recent post. Please start with your most recent.

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| --- | --- | --- | --- |
| Employer | Position | Dates | Responsibilities and Duties |
|  |  |  |  |

1. **Other relevant experience and interests**

Tell us about any other relevant experience or interests that enhance your ability to do this job – e.g. voluntary work, community involvement, recreational studies.

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1. **Why you are the best person for this post**

Use this section to tell us why you are the best person for this post. Tell us what motivates you to apply for this post and provide evidence/ examples that demonstrate how you meet the requirements of the person specification.

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Please follow the instructions below if you wish to apply for this post:

**We will interview shortlisted candidates on Monday 18th July 2016**.If you already know you will not be available on that date, you must advise us at the time of applying, in your cover email.

Please save your completed application form to include your first and last name in the title.

Email your completed application to Alison Crofts, Membership and Administrative Officer: alison.crofts@vhscotland.org.uk

**Closing date for applications is** **9.00am on Wednesday 29th June 2016.**

We will not read or shortlist applications received after the closing date. We do not accept or read CVs, so please do not send.

**If we wish to invite you for interview, we will let you know by Monday 11th July**. If you have not heard from us by then, this will mean you have not been short listed and will not be corresponded with.

Thank you for your interest in applying for this post. To discuss the post in advance of applying, contact Claire Stevens, Chief Officer:claire.stevens@vhscotland.org.uk