



LEAP Car Club - Application for Community Engagement Officer

Please return this completed form with **Cover Letter** to:
mike@myleaproject.org

Application Closing Date: Midday 21st June 2019
Interview Date: Fri 28th June 2019

Any Contract offer is subject to satisfactory references and Disclosure Scotland clearance.

1. Personal Details

Surname:

First Name:

Title:

Current Address:

Post Code:

Email Address:

May we use this to contact you? Yes No

Best Telephone No:

Do you consider yourself to have a disability? Yes No

If yes, please detail any special requirements you would require to enable you to attend for interview, as well as to fulfill the requirements of this role:

Do you possess a current UK Driving Licence with 6 points or less? Yes No

If no, please give details:

2. Education

Please detail all qualifications earned as well as any other training, seminars, etc. relevant to the position. Feel free to add lines to the table as required:

<i>Qualifications and Awards</i>	<i>High School / University / College</i>	<i>Date awarded</i>	<i>Grade Awarded</i>

3. Previous Work Experience

Please detail all relevant work experience. Feel free to add lines to the table as required:

Job Title	Employer's Name and Address	Start Date & End Date	Reason For Leaving

4. Current Contractual or Employment Status

Employment Status

Notice Required:

Earliest Start Date:

5. Attendance

How many days sickness have you had over the past 2 years? (Please give an indication of the reasons for each period of absence):

6. Legal Entitlement

Are you legally entitled to work in the UK? Yes No

Please detail your legal entitlement (i.e. citizen, resident, work visa, etc.):

Please Turn Over

7. Please detail, point by point, how your education, knowledge and experience demonstrates the essential and desirable requirements of the position.

A large, empty rectangular box with a black border, intended for the applicant to provide a detailed response to the question above.

8. Please explain why you are best suited to this position.

9. References

Two references relating to current and former positions are preferred and must include one from your present or most recent Manager/Supervisor. No referees should be a relative.

(1) Name:

Job Title:

Company:

Address:

Email address:

Telephone No:

Relationship to Applicant:

Can we contact this reference prior to offering you the position Yes No

(2) Name:

Job Title:

Company:

Address:

Email address:

Telephone No:

Relationship to Applicant:

Can we contact this reference prior to offering you the position Yes No

9. Declaration

- I declare that the details given on this form are true and accurate and I understand that Local Energy Action Plan (LEAP) reserves the right to withdraw any contract offer, if the information given by me is inaccurate or misleading.
- I consent to information contained in this application form and any other information subsequently provided by me as part of the selection process, being held by Local Energy Action Plan (LEAP).

Signature:

Date: