



**GORDONRURALACTION**  
RESPONDING TO THE NEEDS OF THE COMMUNITY

**Huntly Advice Centre**  
55 Gordon Street, Huntly  
AB54 8EQ

**Tel:** 01466 793676

**Email:** [enquiries@gordonrural.org.uk](mailto:enquiries@gordonrural.org.uk)

[www.gordonruralaction.org.uk](http://www.gordonruralaction.org.uk)

**CONFIDENTIAL**

**APPLICATION FORM**

Please complete this form in full and in BLACK INK and return to:

Private & Confidential

Emma Selway-Grant  
Advice Hub Manager  
Gordon Rural Action  
55 Gordon Street  
Huntly  
AB54 8EQ

Alternatively, please e-mail your completed application to: [enquiries@gordonrural.org.uk](mailto:enquiries@gordonrural.org.uk)

CV's will not be accepted.

**Position applied for:**

**1. PERSONAL DETAILS**

Surname:	Mr/Mrs/Ms/Miss
First Name(s):	Tel (Home):
Address:	Tel (Mobile):
Email:	

2. Do you hold a current Driving Licence?	YES / NO
Are you a car owner/ Do you have access to a car?	YES / NO

3. Where did you learn of this vacancy?

4. National Insurance Number:

5. If offered this position do you intend to continue work in any other capacity? If YES please give details:	YES / NO
--	----------

**6. SECONDARY EDUCATION**

SCHOOL (S)	DATES		EXAMINATIONS PASSED (SUBJECTS AND GRADES)
	FROM	TO	

**7. FURTHER EDUCATION**

COLLEGE / UNIVERSITY EXAMINING BODY	DATES		COURSE OF STUDY & EXAMINATIONS PASSED	GRADES
	FROM	TO		

Details of membership of professional bodies

--

**8. EMPLOYMENT HISTORY**

**(a) Present or most recent employment**

EMPLOYERS NAME AND ADDRESS	DATES		TITLE OF POST	SALARY	NOTICE REQUIRED
	FROM	TO			

Please give a brief description of your duties:

--

Please give reasons for leaving or wishing to leave the above post:

--

**(b) Previous employment**

Please give details of previous employment in date order, with the most recent first, including casual or part-time employment. (Continue on separate sheet if necessary)

Employers name and Address	Date From	To	Job Title	Brief Summary of Duties	Reason for Leaving

**9. FURTHER INFORMATION**

Please give any other information about yourself which you would like to be taken into consideration. Use this opportunity to explain how your qualifications, experience and skills meet the requirements as set out in the Job Description and Person Specification. Use examples where possible. (Continue on a separate sheet if necessary)

--

**10. REFERENCES**

Please give the names, addresses and telephone numbers of two people who have known you in a work situation including your present/ most recent employer/supervisor. Unless you indicate otherwise references will be requested after short listing has taken place but before interviews are held.

FIRST REFERENCE		SECOND REFERENCE	
<b>Name</b>		<b>Name</b>	
<b>Position</b>		<b>Position</b>	
<b>Organisation</b>		<b>Organisation</b>	
<b>Address</b>		<b>Address</b>	
<b>Telephone</b>		<b>Telephone</b>	
<b>Email</b>		<b>Email</b>	
<b>Contact Prior to Interview?</b>	YES / NO	<b>Contact Prior to Interview?</b>	YES / NO

---

I understand that appointment to this post will be subject to the information contained in this form being correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

**Equal Opportunities Statement**

Gordon Rural Action strives to make sure that all our services are offered on a fair and equal basis and we aim to eliminate unfair discrimination from recruitment and employment procedures.

Staff recruitment and selection should ensure that individuals are selected on the basis of their abilities to meet the requirements of the job. Staff development opportunities should be negotiated and implemented in an open and fair manner.

In providing a service, we need to recognise the different but equal needs of our members and try to meet them in a fair, objective, open and consistent way. Gordon Rural Action acknowledges that some individuals and groups face particular difficulties in accessing services. We are committed to reaching these individuals and groups and strive to make the services as accessible and appropriate as possible.

Gordon Rural Action actively promotes a greater understanding and adoption of anti-discriminatory and anti-oppressive language, attitudes and practices. An action plan will be reviewed annually to try to achieve these aims.