



## Application Form

**POST:** Communications and Membership Officer

**LOCATION:** Haddington, East Lothian/ Fionnphort, Isle of Mull/ or home-based

**CLOSING DATE:** 5pm Friday 30th August 2019, Interviews will be held in Edinburgh on 9th September 2019

Please send the completed form to Derek Logie, Chief Executive, Rural Housing Scotland, Brewery Park Business Centre, Brewery Park, Haddington, EH41 3HE e-mail [derek@ruralhousingscotland.org](mailto:derek@ruralhousingscotland.org)

### PERSONAL DETAILS

**Name:**

**Address:**

**Telephone/Mobile**

**E-mail:**

### REFERENCES

Please give the name and contact details for two referees. One should be your current or most recent employer. Both should know you in a professional rather than a personal capacity. We will not contact your references until you are offered the position.

#### Reference 1

Name:

Address:

Email:

#### Reference 2.

Name:

Address:

Email:

## CURRENT (OR MOST RECENT) EMPLOYMENT

Employer's name & address:

Your position:

Held since:

Present salary:

Notice required:

What are your main duties and responsibilities?

*Please continue on another sheet if necessary*

## EMPLOYMENT HISTORY

Please give your employment history starting with the most recent. Please continue on a separate sheet.

| Employer Details | Dates of Employment, Position Held and Main Duties |
|------------------|--|
|                  |  |
|                  |  |
|                  |  |
|                  |  |

## EDUCATION & QUALIFICATIONS

Please give details of your formal education and qualifications achieved.

| School/College/University | Course/subjects studied | Qualification gained |
|---------------------------|-------------------------|----------------------|
|                           |                         |                      |

**TRAINING & DEVELOPMENT**

Please give details of any further professional training or development relevant to your application for this post.

| Dates From/To | Training provider | Course content | Certification (if any) |
|---------------|-------------------|----------------|------------------------|
|               |                   |                |                        |

You may be asked to show the original certificates as listed above if you are successful in your application. Copies are not required at this stage.

**FURTHER INFORMATION**

Please use this space to tell us why you are interested in the post, and to outline the experiences, skills and qualities you have that match with the person specification for the post.

Please continue on a separate sheet if necessary.

**For our information please indicate where you saw the position advertised:**

**DECLARATION & SIGNATURE**

The information I have given on this form is true and complete to the best of my knowledge and I agree that it can form part of the basis of my engagement.

Signature:

Date: