

## APPLICATION FORM

**POST:**      **Recovery Link Worker**

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*This front page will not be seen by the recruitment panel until the information on the following pages has been assessed and a short-list compiled.*

**FIRST NAME:**       **SECOND NAME:**

**ADDRESS:**

**POSTCODE:**

**PHONE NO (HOME):**       **PHONE NO (OTHER):**

### REFERENCES

Please provide us with contact details of two people we may contact in support of your application. Where possible, one should be from your most recent employer, the other from someone who has known you in a professional or educational capacity.

Referees will **not** be contact prior to interview.

#### REFERENCE 1

**NAME:**

**ADDRESS:**

**PHONE NO:**

**RELATIONSHIP TO YOU:**

#### REFERENCE 2

**NAME:**

**ADDRESS:**

**PHONE NO:**

**RELATIONSHIP TO YOU:**

I confirm that, to the best of my knowledge, the information given on this application is true and correct. I understand that if I have knowingly given false information, any offer of employment will be immediately withdrawn.

**Signed:**

**Date:**

# APPLICATION FORM

<b>EDUCATION and QUALIFICATIONS</b>		
<i>Qualifications obtained</i>	<i>School/College/University/Other</i>	<i>Date</i>

<b>EMPLOYMENT, PAID OR UNPAID (Please begin with most recent employment)</b>			
<i>Name of Employer</i>	<i>Dates (from – to)</i>	<i>Post Held</i>	<i>Reason for leaving</i>

**SKILLS**

*(please refer to the job description and person specification and describe how your skills equip you for this post). You may use additional sheets if required.*

**KNOWLEDGE**

*(please refer to the job description and person specification and describe how your skills equip you for this post). You may use additional sheets if required.*

**EXPERIENCE**

*(please refer to the job description and person specification and evidence your appropriate work experience). You may use additional sheets if required.*

Please answer questions below by highlighting answer;

I am familiar with .....word processing computer package.	Yes/No
I am familiar with.....spreadsheet computer package.	Yes/No
I am familiar with using e-mail and the internet	Yes/No
I have access to a car, and have a driving licence	Yes/No
I have car insurance to cover for business purposes	Yes/No
I am willing to work outside office hours when required	Yes/No
I have no criminal convictions	Yes/No
I have read the job description and feel competent to do all tasks listed	Yes/No

Please return your completed form, marked "private and confidential" to:

Administration Department  
Frontline Fife  
57 – 59 Viewforth Street  
Kirkcaldy, KY1 3DJ

## EQUAL OPPORTUNITIES MONITORING FORM

*The purpose of this monitoring form is to assess whether Frontline Fife is reaching all sections of the community with its advertising. This page will be separated from the application form and will not be seen by the recruitment panel.*

**Please answer the following questions by ticking the appropriate boxes;**

1. I would describe my ethnic origin as:

Indian  
Pakistani  
Bangladeshi  
Irish

Black-Caribbean  
Black-African  
Black-Other

Chinese  
White  
Other European

2. I am:

Male  
Female

3. I would describe myself as:

Disabled  
Not Disabled

4. I am:

16 - 24  
25 - 39  
40 - 65

5. Please say how you heard about this job:

Advertisement (say where)  
Internet Site (say where)  
Job Centre  
Through an organisation (say where)  
Other (give details)  
Someone you know