



# visibility

listening and responding to people affected by sight loss in the  
west of scotland

## EMPLOYMENT APPLICATION FORM

PRIVATE & CONFIDENTIAL

PLEASE PRINT CLEARLY

Position applied for:

Where did you hear about this vacancy?

When would you be available to start?

### Personal details

Full name:

Title

Forename(s)

Surname:

Home Address:

Postcode:

Private telephone:

Business telephone:

Mobile No:

Please Return To: Visibility  
2 Queens Crescent  
Glasgow G4 9BW

## Employment

Please list past employment, including voluntary positions, beginning with your most recent job. It would be helpful if you could provide an explanation of gaps in employment history.

Name & Address of Employer				
Telephone No:		Type of Business:		
From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
		£	£	
Job Title:				
Describe the work you did and give reasons for leaving:				

Name & Address of Employer				
Telephone No:		Type of Business:		
From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
Job Title:				
Describe the work you did and give reasons for leaving:				
Name & Address of Employer				
Telephone No:		Type of Business:		
From: Month Year	To: Month Year	Starting Salary	Leaving Salary	Name of Manager
Job Title:				
Describe the work you did and give reasons for leaving:				

**\*Please continue employment history on a separate page.**



## EXPERIENCE

Outline particular experience gained in previous positions, or in activities outside of work that you feel show your aptitudes and skills for the position applied for. Please include any involvement with other Voluntary Sector organisations.

Please give details of absences due to illness over the past two years. For each period of absence, please state whether or not it was certificated or uncertificated.

Visibility strives to be an equal opportunity employer. In order for us to make any adaptations or make available any necessary equipment, please tell us if we can do anything, which will offer you the best possible opportunity for you to perform the job.

### **Interests**

Give details of your main interests and the depth to which these are pursued.

## Supporting Statement

Drawing from the person specification, please outline why you think you meet all requirements of this post.

## References

Please provide names, addresses and occupations of two referees - both of whom must be previous employers. References will only be required at an appropriate later date and only after your permission has been obtained.

### 1<sup>st</sup> Referee

Name: .....

Address: .....

.....

.....

Tel No .....

### 2<sup>nd</sup> Referee

Name: .....

Address: .....

.....

.....

Tel No .....