

# VOLUNTEER/ PLACEMENT APPLICATION



Please complete **ALL** sections of this form in blank ink or type. Continue answers if necessary on a separate sheet. Please **do not** submit a C.V. in addition to or as an alternative to this form.

Volunteer/ Placement Position applied for	How did you find out about volunteering/ placement opportunities at KASP?

## PERSONAL DETAILS

Surname	Address
Forename	
Tel Nos. Home:  Work:	
	Post Code

## EDUCATION AND QUALIFICATIONS

Please state any qualifications obtained, dates and level of passes (where appropriate), and give details of any qualifications for which you are studying.

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## TRAINING

Please give brief details of any relevant training.

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## PRESENT OR MOST RECENT EMPLOYMENT

(include Voluntary Employment or/and Placement Experience)

Job Title.....Salary/Wage.....

Employer.....

Starting Date.....Notice Required..... Finishing date.....  
(if appropriate) (if appropriate)

Please give a brief description of your duties:

## PREVIOUS EMPLOYMENT

(most recent first - include Voluntary Employment or/and Placement experience)

From	To	Job Title	Employer	Reason for Leaving
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### **OTHER INFORMATION IN SUPPORT OF YOUR APPLICATION**

Please describe the knowledge, skills and experience you have gained in employment, voluntary work, placement experience or outside interests which you consider relevant to your application.

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## REFEREES

Please give two referees, one of whom must be your present or most recent employer. It is our practice to request references prior to interview. Please tick the appropriate box if you do not wish a referee to be contacted prior to interview.

Name .....	Name .....
Address .....	Address .....
<input type="checkbox"/> .....	<input type="checkbox"/> .....
Occupation .....	Occupation .....
Tel. No. ....	Tel. No. ....
Relationship to applicant .....	Relationship to applicant .....

## DECLARATION

I declare that to the best of my knowledge the information given in this application is correct. I understand that if I am appointed and it is found that I have deliberately given false information or withheld relevant information, I may be dismissed.

Signed..... Date .....

**On completion, please return this form to:**

**KASP**

**VOLUNTEER/ PLACEMENT APPLICATION**

**29 Townsend Place  
Kirkcaldy  
KY1 1HB**