



**STAJAC**

Scottish Tribunals & Administrative  
Justice Advisory Committee

## **Policy and Research Assistant**

### **Application Form**

<b>Personal Details</b>	
Surname/Family Name	First Name (s):
Previous Surname (s):	Known as:
Current Address:	Contact details:  Home:  Mobile:  E-mail:

<b>Education and Training</b>				
Please give details of academic and vocational qualifications you have undertaken as well as relevant training. Continue on separate sheet of paper if required. Please be prepared to bring original certificates to interview.				
<b>Qualification gained</b>	<b>Grade/Level</b>	<b>Establishment university/college</b>	<b>Date achieved</b>	<b>Awarding body</b>

## Employment History

Please give details of all your previous employment. This should include paid and unpaid employment, work experience and placements. Exact dates of employment must be given.

Continue on a separate sheet if necessary. Please start with your present/last employer.

### Present Employment

Job Title:	Employer's Name:
	Employer's Address:
	Postcode:
Date started:	Telephone No:
Notice Period:	

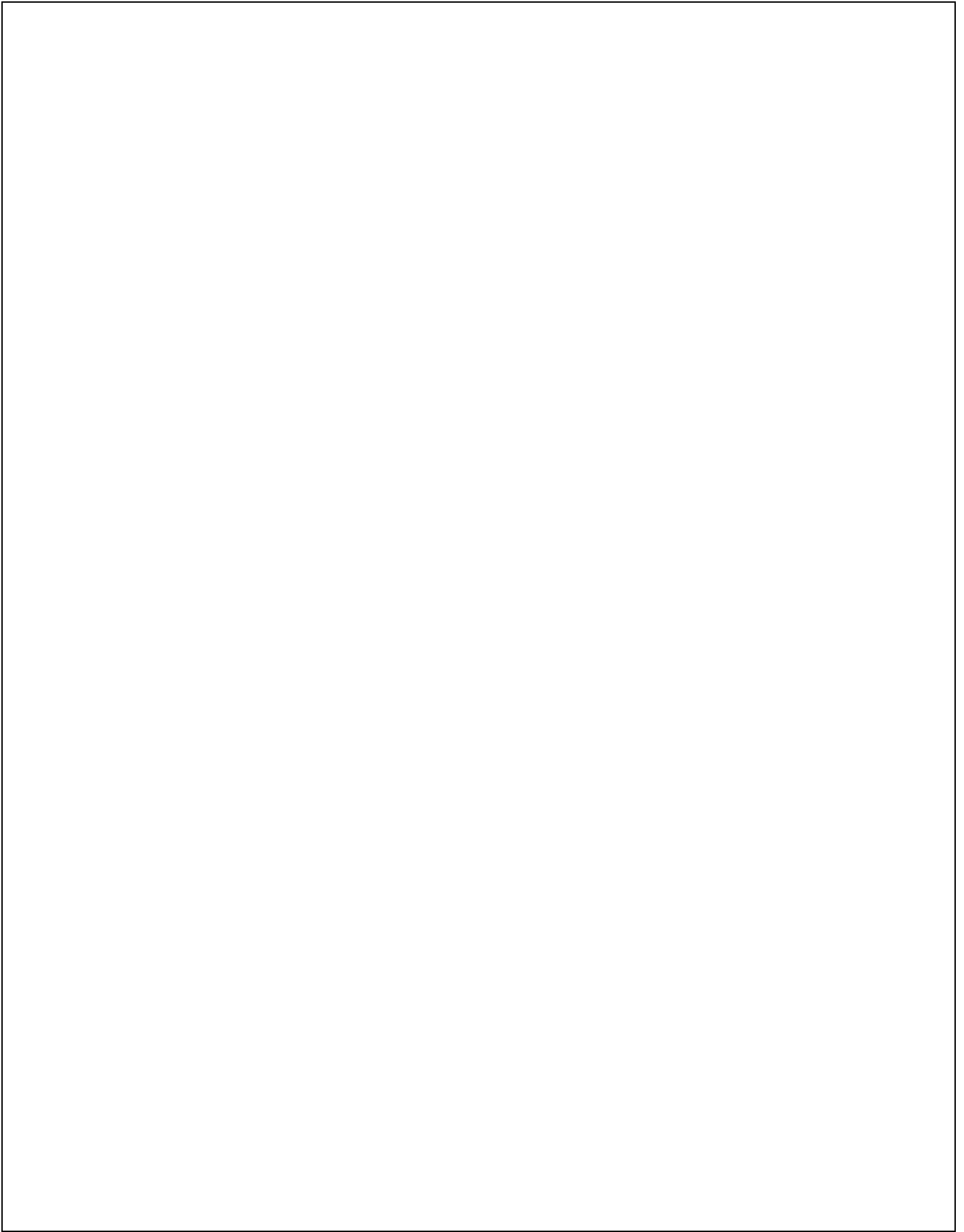
### Previous Employment

Employer	Job Role	Main tasks / responsibilities	Reason for Leaving	Employment start and end dates

**Personal Statement**

Please study the attached role description. You should give examples that demonstrate how you meet each of the essential criteria and any of the desirable criteria. You should list the skills you have which are relevant to the role, providing evidence to demonstrate that you have these skills. Continue on a separate sheet if necessary.

.



**Declaration**

I certify that the information contained in this form is accurate and true. I give my consent to the processing, transfer and disclosure of all the information submitted by me during the recruitment process and any pre-employment checks.

Signed:

Date: