**Investment Associate Job Application Form**

**Full name:**

**Address:**

**City:**

**Postcode:**

**Phone:**

**Email:**

**Do you consider yourself to have a disability? Yes/No**

*Firstport are a Disability Confident Employer, we are only asking for this information to ensure that we can make alternative arrangements or adjustments as required by applicants.*

**Please provide details of any disability or accessibility requirements here:**

**Interview Details**

We will contact shortlisted candidates by close of play Friday 11 April.

**Please provide details of how best to contact you on this date (i.e. By email/phone):**

We will be holding interviews on 22nd and 23rd April.

Interviews will take place either online via zoom or in person at our Edinburgh office, depending on candidates’ availability.

**Please indicate whether the interview dates suits you: Yes/No**

**Please select you preferred interview time: Morning/Afternoon/Either**

**If this interview date does not suit, please provide us with an alternative date:**

*(We will try to accommodate for this where possible.)*

**Current or most recent employment:**

**Employer Name:**

**Position held:**

**Qualifications and Relevant Courses:**

**Please list below all qualifications and relevant courses below:**

*Only include the name of the qualification gained, grades and academic institutions are not necessary. Please leave a line between each new qualification or course title.*

**Work History:**

Starting with your most recent post, please outline your work history, giving a brief job description, responsibilities and your reason for leaving. Include and make clear any relevant voluntary work.

Please include as many entries as relevant to your respective experience.

**Name and location of organisation:**

**Start Date:**

**End Date:**

**Position Held:**

**Description of job, responsibilities, and reasons for leaving (Max 300 words):**

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**End Date:**

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**Name and location of organisation:**

**Start Date:**

**End Date:**

**Position Held:**

**Description of job, responsibilities, and reasons for leaving (Max 300 words):**

**Other Interests:**

**Please use this space to tell us more about yourself and to indicate any other organisations that you are involved with:**

**References:**

Provide the details of two referees, stating in what capacity they know you. One should be your last or current employer.

**Referee One name:**

**Referee One address:**

**Referee One postcode:**

**Referee One email:**

**Referee One phone:**

**Referee One How do they know you?**

**Referee Two Name:**

**Referee Two address:**

**Referee Two postcode:**

**Referee Two email:**

**Referee Two phone:**

**Referee Two How do they know you?**

**Supporting Statement:**

**Using a maximum of 500 words, please provide a supporting statement. Using examples, you should tell us how your skills and experiences meets the person specification:**

**By submitting this form, you are confirming that the information provided as part of the application is, to the best of your knowledge, accurate.**

Firstport is committed to respecting your privacy and protecting your personal data. Please see our [Privacy Policy](https://www.firstport.org.uk/privacy-policy-2/) for more details.

Following the submission of your form you will receive access to our Equal Opportunities form. Please fill this form out as soon after your application as possible.

The closing date for applications is 9am Wednesday 9th April.

Shortlisted applicants should hear by close of play Friday 11th April.