**Application Form**

This form can be submitted via email to: info@clydeshopmobility.co.uk

Alternatively, return by post to: Clyde Shopmobility, 22 Alexander Street, Clydebank, G81 1RZ

**1) VACANCY DETAILS**

|  |  |
| --- | --- |
| Post Applied For |  |

|  |  |
| --- | --- |
| How did you find out about this vacancy? |  |

**2) PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title |  | National Insurance No. |  |
| Forename |  | Home No. |  |
| Surname |  | Mobile No. |  |
| Address |  | Email Address |  |
|  |
| Postcode |  |  |

**3) EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING COURSES**

|  |  |  |
| --- | --- | --- |
| **Dates** | **Secondary Schools, Colleges, Universities and other Institutions** | **Qualifications** |
| **From** | **To** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Dates** | **Other Qualifications/Membership of Professional Bodies with Levels Attained** |
| **From** | **To** |
|  |  |  |

|  |  |
| --- | --- |
| **Dates** | **Relevant Training Courses** |
| **From** | **To** |
|  |  |  |

**4) CURRENT EMPLOYMENT & EMPLOYMENT HISTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| Current Employer’s Name |  | Current Employers Location |  |
| Position |  | Date Appointed |  |
| Notice Required |  | Reason(s) for leaving |  |
| Please outline your duties and responsibilities: |
|  |

**Employment History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Employer’s Name and Location** | **Position Held** | **Duties and responsibilities** |
| **From** | **To** |
|  |  |  |  |  |

**5) INFORMATION IN SUPPORT OF APPLICATION**

|  |
| --- |
| Include any additional information you think will enhance your application. (750 words max.) |
|  |

**6) TECHNICAL SKILLS**

|  |
| --- |
| Please list any software packages you are familiar with, including word processing packages, databases, spreadsheets and internet software. Please also state your level of competency with each. |
|  |

**7) OTHER INFORMATION**

|  |  |
| --- | --- |
| Do you hold a current driving licence? | Yes [ ]  No [ ]  |

**8) REFERENCES**

|  |
| --- |
| Please provide details for two referees. One should be your current or most recent employer. |
| **First Referee** | **Second Referee** |
| Name: |  | Name: |  |
| Position: |  | Position: |  |
| Address: |  | Address: |  |
| Postcode: |  | Postcode: |  |
| Email: |  | Email: |  |
| Telephone No. |  | Telephone No. |  |
| Do not contact before interview | [ ]  | Do not contact before interview | [ ]  |

**9) DATA PROTECTION**

The information provided by you in this Application Form will be used for the purposes of considering your application for employment, will be processed securely and will be retained confidentially and appropriately.

**10) CRIMINAL CONVICTION DECLARATION**

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) applies to all posts within Clyde Shopmobility where staff may be expected to work in positions where they have substantial contact with vulnerable groups of people.

If appointed to such a post, you will be required to complete a Protection of Vulnerable Groups (PVG) Scheme Application. If you have no previous convictions, pending sentences or outstanding charges to declare, please go to Section 11 and sign the declaration form.

If you have any spent or unspent convictions, pending sentences or outstanding charges to declare, please complete the details below. If you require further information on the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions (Scotland) Order 2003 (as amended), please visit <https://www.mygov.scot/working-jobs/finding-a-job/disclosure/>

|  |  |
| --- | --- |
| **Spent/Unspent Convictions** | **Details** |
| When did the offences take place? |  |
| What were you charged with? |  |
| What sentence did you receive? |  |
| Please give details of the reasons and circumstances that led to your offence(s) |  |
| What have you learned from the experience? |  |
| Please give details of how you completed the sentence |  |
| **Pending court appearances / outstanding charges** | **Details** |
| Please state what you have been charged with and when you are due to appear in court. |  |

Please note that any declaration made in Section 10 will not be used in the interview selection process.

**11) DECLARATIONS**

* I certify that all information contained in this form is true and correct to the best of my knowledge.
* I realise that false information or omission may lead to withdrawal of any offer or dismissal with notice.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |