

**Employment Application Form**

**Please complete all sections CV will not be accepted.**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration.

The information provided within your application form will be processed in accordance with the Data Protection Act 1998 and General Data Protection Regulation 2018.

**SECTION 1: PERSONAL**

|  |  |
| --- | --- |
| **Position Applied For** |  |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact number****Email** |  |
| **Assistance for people with disabilities**  |

|  |
| --- |
| We are committed to being an Equal Opportunities Employer and do not discriminate in any way. If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview or if successfully employed? Please give details below: |
| **Driving licence (please delete as appropriate)** |
| Do you hold a full current driving licence **YES / NO**Do you have access to a car for work purposes? **YES / NO** Are you insured for Business purposes? **YES / NO**  |
| **Eligibility** |
| Do you currently have the right to work and live in the EU? **YES / NO** |

**SECTION 2: CAREER HISTORY**

Only include details for your current job and the two previous roles. If necessary, summarise earlier roles in section 2.3.

2.1 Current Employment

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Notice period** |  | **How many sick days over the last 12 months** |  |
| **Job details***Include details of your key duties and areas of responsibility*  |  |
| **Reason for leaving** |  |
| **Salary** |  |

2.2a Previous Employment (one of three)

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details***Include details of your key duties and areas of responsibility* |  |
| **Reason for leaving** |  |
| **Salary** |  |

2.2b Previous Employment (two of three)

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Period** |  |
| **Job details***Include details of your key duties and areas of responsibility* |  |
| **Reason for leaving** |  |
| **Salary** |  |

2.3 Summary of previous employment

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Employer** | **Period** |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 3 QUALIFICATIONS AND TRAINING**

3.1 Qualifications Achieved

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject**  | **Type of Qualification** | **Grade Achieved**  | **Date Achieved (dd/mm/yy)** |
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3.2 Other Key Learning & Training Events

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| --- | --- | --- |
| **Qualification/Course/Training** | **Organising Body/Establishment** | **Year Gained** |
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**SECTION 4: OTHER DETAILS**

4.1 Volunteering

Please tell us about any current, or previous, volunteering roles you have undertaken

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| --- | --- | --- |
| **Volunteering Role** | **Organising Body/Establishment** | **Duration of post** |
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**SECTION 5: REFEREES**

Instructions – Please give details of TWO people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer.

If you do not wish us to approach your referees prior to interview, please make the appropriate selection below.

**5.1 Referee 1**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

**5.2 Referee 2**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (incl. Postcode)** |  |
| **Contact telephone/mobile (incl. area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

**SECTION 6: SUITABILITY FOR POST**

|  |
| --- |
| **Personal statement:** Please take time to read the personal specification and job description for this post and use this space to tell us about your skills, knowledge and experience in relation to this post: |

**SECTION 7: SAFEGUARDING**

Before submitting your application, please read and answer the following:

Convictions Rehabilitation of Offenders Act 1974 Have you been convicted of a criminal offence (spent convictions as defined by the Rehabilitation of Offenders Act 1974 being specifically excluded)? YES/NO

If YES, please give details:

|  |
| --- |
|  |

*Please note: This information will be confirmed with the Criminal Records Bureau or Disclosure Scotland.*

*Child Protection as part of the recruitment and selection process CDT undertakes the relevant Police Checks (PVG, Scotland) and references for all those who come into contact with vulnerable groups we support.*

*CDT is committed to safeguarding and promoting the welfare of vulnerable groups we support and expects all staff and volunteers to share this commitment.*

**SECTION 8: DECLARATION**

If you omit information that we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary or, in some circumstances, legal action against you.

'I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

I understand that canvassing a member of staff or a member of the Board of Directors, directly or indirectly, in connection with this application shall disqualify me.

I understand too that a standard or enhanced PVG check may be sought in the event of my application being successful.’

|  |  |
| --- | --- |
| **I have read and understood the declaration in section 7 above** |  |
| **Name** |  |
| **Signed** |  |
| **Dated** |  |