

**EMPLOYMENT APPLICATION FORM**

**Please complete this form as clearly as possible and return it to the address shown below**.

**Do not attach CV’s or other papers – use this form only.**

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| **POSITION APPLIED FOR:** |

**PERSONAL**

The following information will be treated in the strictest confidence. Please complete all sections in BLOCK CAPITALS and in **black ink**.

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| --- | --- | --- | --- |
| Surname: |  | First Name(s): |  |
| Address: |  | | |
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| --- | --- | --- | --- |
| Tel. No. |  | Mobile No. |  |
| Email. |  | | |

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| --- | --- |
| Do you need a work permit to take up work in the UK? | YES/NO |

|  |  |
| --- | --- |
| How much notice are you required to give your current employer? |  |

|  |  |  |
| --- | --- | --- |
| Have you any convictions (including spent convictions)? | | YES/NO |
| If YES, please give full details |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Driving License | YES/NO | Are you qualified to drive a D or D1 vehicle? | YES / NO |
| Endorsements YES/NO  If YES, please give full details |  | | |

**EDUCATION AND QUALIFICATIONS**

Please tell us about your educational background, including all relevant job-related training. Begin with your most recent course first. (Please use a separate sheet if necessary)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | | Subject/Course | Qualification | Name of Institution |
| From | To |  |  |  |
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Please give details of membership to any technical or professional associations.

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Please describe your interests and leisure activities (e.g. sports, hobbies, club memberships)

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**WORK EXPERIENCE**

Please tell us about your work history, including both paid and unpaid work. Begin with your most recent employer first. (Please use a separate sheet if necessary)

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| --- | --- | --- | --- |
| Date | | Employer’s name and address | Post held and description of main duties and responsibilities |
| From | To |  |  |
|  |  |  |  |
| Full-time | Part-time |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date | | Employer’s name and address | Post held and description of main duties and responsibilities |
| From | To |  |  |
|  |  |  |  |
| Full-time | Part-time |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Date | | Employer’s name and address | Post held and description of main duties and responsibilities |
| From | To |  |  |
|  |  |  |  |
| Full-time | Part-time |  |  |
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| --- | --- | --- | --- |
| Date | | Employer’s name and address | Post held and description of main duties and responsibilities |
| From | To |  |  |
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| Full-time | Part-time |  |  |
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| --- | --- | --- | --- |
| Date | | Employer’s name and address | Post held and description of main duties and responsibilities |
| From | To |  |  |
|  |  |  |  |
| Full-time | Part-time |  |  |
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**SUPPLEMENTARY INFORMATION**

Please consider the Personal Specification for this post and tell us why you think your background, knowledge, experience, skills and qualities makes you a good candidate for this post. (Please use a separate sheet if necessary)

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### DISCLOSURES

Given the nature of the job applied for, in the event that I am offered the position, I understand that any offer of employment is subject to information on my criminal record being disclosed to The BIG Project by Volunteer Scotland Disclosure Services.

**DECLARATION**

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| Applications for these posts are exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.  This means that you are not entitled to withhold any information about convictions that, for other purposes, are considered as “spent” under the provisions of the Act.  In the event of you being employed and failing to disclose such convictions, disciplinary action including dismissal may be taken. Have you ever been convicted of a criminal offence **Yes/ No\***  If **YES**, please give details on a separate sheet and enclose in an envelope marked “STRICTLY CONFIDENTIAL”, for the attention of The Project Director. I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for summary dismissal. |

I understand these details will be held in confidence by The BIG Project, for the purposes of assessing this application, ongoing personnel administration and payroll administration in compliance with Data Protection Legislation.

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| Signature | Date |

**REFERENCES**

**Please give the names of two people. Your first referee should be your present or most recent employer.**

**Referees will only be approached if you are the first choice candidate after interview.**

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| Name: | Name: |
| Job Title: | Job Title: |
| Address: | Address: |
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|  |  |
| Tel. No: | Tel. No: |
| Email: | Email: |

**SOURCE OF APPLICATION**

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| --- |
| How did you hear of this vacancy? |

The BIG Project

Broomhouse Primary School 0131 622 7784

33/39 Saughton Road info@thebigproject.org.uk

EH11 3RQ Edinburgh www.thebigproject.org.uk