

***Please return to:***

Unit 1

8 Liddesdale Road

HAWICK

TD9 0BL

*Please complete all five pages in black ink.*

**Post Applied For: HR Administrator**

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**Full Name:**

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**Address:**

**Postcode:**

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**Tel No:**

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**Mobile No:**

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**PVG No:**

**Full Driving Licence: Yes / No** (please delete where applicable)

**Endorsements: Yes / No** (please delete where applicable)

If YES, please give further details including dates:

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**How did you hear about the vacancy?**

**Education and Qualifications:**

School / Colleges attended with dates.

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**Qualifications Obtained:**

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**Scottish Social Services Council Registration Number**: .…………………………...

**Other Professional Body Number** (e.g. NMC, GTC): …………………………...

**Sources of Reference:**

Please give names, designations and addresses of two people who are prepared to give you a reference, one of whom should be your present employer. We will accept one character reference. Please state if you do not wish us to contact your current employer at this point of the selection process.

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*Please note: we* ***DO NOT*** *accept references from friends or family members*

**Details of Present Post:**

Name and address of current employer.

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Post Held:

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Date Appointed:

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Period of Notice Required:

*Please list your previous employment below:*

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| Post Held | Dates | Employer | Reason for Leaving |
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**Other Information:**

Interests and Leisure Pursuits.

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**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.

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**Previous Experience:**

Please note any relevant experience which may be useful in supporting your application. Include and personal qualities and attributes you are relevant to the position.

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**Do you need a work permit to take up employment in the UK:** **Yes / No**

**Rehabilitation of Offenders:**

Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? (A copy of the Company’s Equal Opportunity Policy and Disclosure Information Policy is available on request. These reflect the Disclosure Scotland Codes of Practice.

**Yes / No**

If YES, please give full details:

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**Declaration**

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 to summary dismissal. I understand these details will be held in confidence by the Company, for the purposes of assessing this application, ongoing personnel administration and payroll administration (where applicable) in compliance with the Data Protection Act 1998. I undertake to notify the Company immediately of any changes to the above details.

Given the nature of the organisation, I understand that any offer of employment will be subject to receipt of a satisfactory PVG Scheme from Disclosure Scotland. I have been given a copy of the Company’s Equal Opportunity Policy, which includes information relating to the recruitment of ex-offenders.

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| **Signed:** |  |
| **PRINT:** |  |
| **Date:** |  |