

**CONFIDENTIAL**

**Application for Employment**

**Applicants should complete this form electronically**

Please note that there is guidance given on how this form should be completed at each section.

|  |
| --- |
| Application for the post of: **PROFESSIONAL LEARNING MANAGER** |
| Where did you **first** see this post advertised? (if online, please give name of website): |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Last Name: | First Name(s): |
| Please circle which title you wish to be addressed by  Mr / Mrs / Miss Other: ­\_\_\_\_\_\_\_\_\_\_\_\_ | Current salary (per annum): |
| Home address:  Postcode: | Contact Details:  Daytime Tel. no.  Evening/Mobile Tel. no.  Email address |
| How long have you been at this address?  If less than 2 years, please give your previous address, including post code. | |

DECLARATION

|  |
| --- |
| *I confirm that the information given on this form is true and correct and understand that misleading statements may result in my dismissal if they become known after my appointment.*  *I understand that if my application is successful I will be asked and expected to work within the policies, requirements and procedures explained and set down by Early Years Scotland.*  **If you return your application form electronically you will be asked to sign it at interview.** |
| Signed:  Print Name: Date: |

**EQUALITY ACT 2010**

|  |
| --- |
| Have you a disability as defined under the terms of the Equality Act 2010?  **YES / NO (delete as appropriate)**  Do you have a disability or health problem which affects the work you can do?  **YES / NO (delete as appropriate)**  If you have answered **yes** to either of these questions, please give details: |

**ELIGIBILITY TO WORK IN THE UK**

|  |
| --- |
| Do you require a work permit to work in the U.K.? **YES / NO (delete as appropriate)**  If shortlisted for interview you will be required to provide proof of eligibility to work in the UK. |

**NOTICE PERIOD**

|  |
| --- |
| What is the length of the current notice you are required to give? |

**DRIVING LICENCE**

Do you have a valid, full UK driving licence? **YES / NO (delete as appropriate)**

Do you have your own car?  **YES / NO (delete as appropriate)**

(you will be required to use your car for work purposes)

**EMPLOYMENT HISTORY**

Please **start with most recent** employment and give details of any gaps in employment history. *(Please use tab key to insert extra rows if necessary)*

| **Time in post**  include dates - month & year from & to | | | **Post details** | | | | **Employer’s name and**  **workplace address** | **Brief description of main duties and responsibilities** | **Reason for leaving** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Time in post (yrs)** | From | To | **Job Title** | FT  ✓ | PT  ✓ | Hours per week |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**UNPAID WORK**

Please give details of any unpaid work you have done that has provided relevant experience. *(Please use tab key to insert extra rows if necessary)*

|  |  |  |
| --- | --- | --- |
| **Dates**  (from and to - month & year) | **Organisation’s Name and Address**  ***(if relevant)*** | **Brief Description of Duties** |
|  |  |  |
|  |  |  |

**QUALIFICATIONS**

Please list **all** the qualifications you have including secondary school/college/university/other. Please give details including grades, class of degree, dates obtained and where from e.g. school, college, university. Shortlisted candidates will be required to produce original certificates for verification of qualifications, and for the successful applicant, confirmation may be requested from the relevant establishment.

**Please start with most recent** *(Please use tab key to insert extra rows if necessary)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date achieved (or expected to achieve)** | **Name of Qualification** | **Level**  (e.g. Higher / HNC / Degree) | **Grade achieved** | **Establishment** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**TRAINING**

Please give details of any other relevant training courses *(Please use tab key to insert extra rows if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Date Started** | **Date Ended** | **Name of Course** | **Provider** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**REFEREES - Please give the names and addresses of at least two referees**

* One referee **must** be your present employer or if unemployed, your most recent employer
* The other referee should know you in a professional capacity from a work or study context
* Referees should not be relatives or friends.
* Please include email addresses

|  |  |
| --- | --- |
| **Referee No. 1** | **Referee No. 2** |
| Title: | Title: |
| Name: | Name: |
| Job Title: | Job Title: |
| Organisation: | Organisation: |
| Address:  Postcode: | Address:  Postcode: |
| Tel. no: | Tel. no: |
| Email address: | Email address: |
| Relationship to applicant: | Relationship to applicant: |
| May this referee be contacted prior to an offer of employment being made  **YES / NO** | May this referee be contacted prior to an offer of employment being made  **YES / NO** |

**ADDITIONAL INFORMATION**

Please use this section to give more detail on:

* why you are applying for this post
* how your skills and experience relate to the responsibilities outlined in the remit and person specification
* any additional information that will highlight your suitability for the post

|  |
| --- |
|  |