

**IN CONFIDENCE**

**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.

Please note that the first two pages of this form **will not** be shown to the shortlisting panel.

**Post Applied For:  
Closing date for receipt of applications is: 10<sup>th</sup> May 2019  
Applications received after this time will NOT be considered**

**Personal Information**

Title:                      Surname:                                      First Name:

Address for Correspondence:

Postcode:

Private Telephone Number:                                      Mobile Number:

E-mail Address:

Your Daytime Telephone Number (on which a message may be left):

**Equality Act 2010**

We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below.

\_\_\_\_\_

\_\_\_\_\_

**Referees**

Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. We do not accept references from family members.

**Referees will not be approached prior to a conditional offer being accepted.**

Name:	Name:
Job title:	Job title:
Company:	Company:

Address:	Address:
Postcode:	Postcode:
Email:	Email:
Tel No:	Tel No:

**Asylum & Immigration Act 2006**

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the EU?    **YES/NO**    (please delete as appropriate)

**Data Protection**

Information from this application will be processed for purposes permitted under the General Data Protection Regulations. Individuals have, on written request, the right to access their personal data held on them.

Information about how your data is used, and the basis for processing your data is provided in The Larder West Lothian’s job applicant privacy notice.

**Declaration**

I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For Office use only:

Post Applied For: \_\_\_\_\_

**Secondary Education (please list subjects passed)**

SCQF Level 5 e.g. National Award or equivalent	Grade	SCQF Level 6 e.g. Higher Grade or Equivalent	Grade

**Further Education**

University or Further Education Establishment	Course(s) & Subjects Studied	SCQF Level 8/+ e.g. Degrees, Diplomas, Certificates or Equivalent Obtained

**Professional Qualifications**

Name of Awarding Body	Qualifications Obtained, Membership of Professional Institution etc

**Training Courses**  
*(Please give details of any relevant short courses or training undertaken)*

Course(s) Undertaken	Provider(s)

**Computer Skills** *(please detail your experience)*

--

**Present or Most Recent Employment**

Name & Address of Employer	Date From:		Date To:	
	Position Held:			
	Salary and other benefits/payments			
	Notice Required:			
	Reason For Leaving:			

Nature of Post (please describe your main duties):

**Employment History (list in order with most recent post first)**

Name & Address of Previous Employer(s)	From Month/Year	To Month/Year	Position Held, Main Duties and Reason for Leaving

*Please continue on a separate sheet if necessary.*

***Employment with The Larder West Lothian***

**The Larder West Lothian** wishes to compare your experience, skills and knowledge with its requirements. You should therefore, try to show in the following part of the form how you satisfy these. This does not have to be from paid work, but can be from other experience. The Selection Panel may consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.


**Additional Information**

Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post.

**Relationship to Staff Members**

If you are related to any employee of *The Larder West Lothian* or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details:

---

**Relationship to Committee Members**

If you are related to a Committee member of *The Larder West Lothian* or anyone who has been a Committee member in the last 12 months, please provide details:

---



### **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a 'rehabilitation period'. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are 'spent' under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

### **Canvassing**

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

### **Confirmation of Qualifications**

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

### **Advertisement Source**

Where did you see this post advertised? \_\_\_\_\_

**When completed this form can be returned by e-mail to: [recruitment@thelarder.org](mailto:recruitment@thelarder.org)**

*(If returning the application form by e-mail please note that there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at interview.)*

**Please note that the closing date/time for receipt of applications is**

**Friday 10<sup>th</sup> May 2019**

**End of application form**