

**Application Form**

Money Advice Scotland is an equal opportunities employer. We welcome applications from all sections of the community regardless of gender, marital status, race, colour, nationality, age, ethnic origin, sexual orientation, or disability.

If you have any difficulty in completing this application form, or would like to complete it in a different format, please email info@moneyadvicescotland.org.uk, or by telephone on 0141 572 0237, for this to be arranged.

The information recorded on this form will be treated in the strictest of confidence and used solely for the purposes of the recruitment process.

Please note that in accordance with data protection legislation all correspondence for unsuccessful applicants will be confidentially disposed of, and that any equal opportunities information provided by you will be used for monitoring purposes only.

Thank you for your interest in Money Advice Scotland.

# Personal details

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Date of application** |  |
| **Name** |  |
| **Address** |  |
| **Home telephone number** |  |
| **Mobile number** |  |
| **Email address** |  |
| **How did you hear about this vacancy?** |  |

Current Employment(Please give details of your present/most recent employer).

|  |  |
| --- | --- |
| **Employer** |  |
| **Job title** |  |
| **Start date** |  |
| **Leaving date** |  |
| **Salary** |  |
| **Reason for leaving** |  |
| **Summary of duties** |

Previous employment 1

|  |  |
| --- | --- |
| **Employer** |  |
| **Job title** |  |
| **Start date** |  |
| **Leaving date** |  |
| **Salary** |  |
| **Reason for leaving** |  |
| **Summary of duties** |

Previous employment 2

|  |  |
| --- | --- |
| **Employer** |  |
| **Job title** |  |
| **Start date** |  |
| **Leaving date** |  |
| **Salary** |  |
| **Reason for leaving** |  |
| **Summary of duties** |

Previous employment 3

|  |  |
| --- | --- |
| **Employer** |  |
| **Job title** |  |
| **Start date** |  |
| **Leaving date** |  |
| **Salary** |  |
| **Reason for leaving** |  |
| **Summary of duties** |

Previous employment 4

|  |  |
| --- | --- |
| **Employer** |  |
| **Job title** |  |
| **Start date** |  |
| **Leaving date** |  |
| **Salary** |  |
| **Reason for leaving** |  |
| **Summary of duties** |

Previous employment 5

|  |  |
| --- | --- |
| **Employer** |  |
| **Job title** |  |
| **Start date** |  |
| **Leaving date** |  |
| **Salary** |  |
| **Reason for leaving** |  |
| **Summary of duties** |

# education

|  |  |
| --- | --- |
| **Secondary school**  |  |
| **Dates** |  |
| **Qualification(s) gained** |  |

|  |  |
| --- | --- |
| **College** |  |
| **Dates** |  |
| **Qualification(s) gained** |  |

|  |  |
| --- | --- |
| **University** |  |
| **Dates** |  |
| **Qualification(s) gained** |  |

|  |
| --- |
| **Please note any professional organisations or associations of which you are a member.** |
|  |

General information(Delete as applicable)

|  |  |
| --- | --- |
| **Have you previously applied to Money Advice Scotland for employment? If yes, please give details below.** | **✓ | 🗶** |
|  |
| **Do you have a valid driving licence?** | **✓ | 🗶** |
| **Do you require any reasonable adjustments for the interview and selection process? If yes, please give details below.** | **✓ | 🗶** |
|  |

# Holidays

|  |
| --- |
| **Please give details of existing holiday, or other commitments during the next 6 months.** |
|  |

# other information

|  |
| --- |
| **If you participate in any outside activities, or have spare time interests, which you believe may support your application please provide details** |
|  |

# personal statement

**In the box below, please demonstrate how your skills and experience meet the job specification for this vacancy** (Use another sheet if necessary).

|  |
| --- |
|  |

# REFERENCES

Please provide the name, address and contact number of two referees who know you in a professional capacity. We will only contact referees if you are offered employment. Please specify if you do not wish us to contact the referees at that stage.

|  |
| --- |
| **Reference 1** |
| **Name** |  |
| **Address** |  |
| **Telephone**  |  |
| **Email** |  |

|  |
| --- |
| **Reference 2** |
| **Name** |  |
| **Address** |  |
| **Telephone**  |  |
| **Email** |  |

**Please read carefully:**

The information I have provided in this application form is a true and accurate account of my personal details. Furthermore, I understand that should I be made an offer of employment, any deliberate falsification of information may result in the termination of my employment.

|  |  |
| --- | --- |
| **Applicant signature**  |  |
| **Date** |  |

# EQUAL OPPORTUNITIES

It is your own choice as to whether you include this information with your application. Please note that it should be placed in a sealed envelope and will only be opened if we are considering offering you a post. This information is for equal opportunities monitoring purposes only. Anonymity will therefore be observed, and assurance is given that all employment decisions will be based on an objective assessment.

**Please indicate which applies to you:**

|  |  |
| --- | --- |
| **Asian / Asian British - Bangladeshi** |  |
| **Asian / Asian British - Indian** |  |
| **Asian / Asian British – Pakistani** |  |
| **Asian / Asian British - other**  |  |
| **Black / Black British - African**  |  |
| **Black / Black British - Caribbean** |  |
| **Black / Black British - other**  |  |
| **Chinese**  |  |
| **Mixed – Any Other Mixed** |  |
| **Mixed – White & Asian** |  |
| **Mixed – White & Black** |  |
| **Mixed – White & Black Caribbean** |  |
| **White – British** |  |
| **White – Irish** |  |
| **White – Other White background** |  |
| **Any other – Please state** |  |