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| C:\Users\Clyde Shopmobility\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Clyde Shopmobility New Logo.png | Application for Employment Private and Confidential |

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| Position applied for: | Project Manager |

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| Personal Details | | |
| Name | Title: |  |
| Forename(s): |  |
| Surname: |  |
| Contact Information | Address: |  |
| Post Code: |  |
| Email: |  |
| Tel No. (Home): |  |
| Tel No. (Mobile) |  |
| N.I Number: |  |

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| Education (please complete in full and use a separate sheet if necessary) | | |
| Year | Schools/College/University Names | Qualifications Gained |
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| Employment History (please complete in full and use a separate sheet if necessary) | | |
| Last/Current Employment | Name of Employer: |  |
| Address: |  |
| Dates of Employment: | From: |
| To: |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Notice Period: |  |
| Previous Employment | Name of Employer: |  |
| Address: |  |
| Dates of Employment: | From: |
| To: |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |
| Previous Employment | Name of Employer: |  |
| Address: |  |
| Dates of Employment: | From: |
| To: |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |

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| Previous Employment | Name of Employer: |  |
| Address: |  |
| Dates of Employment: | From: |
| To: |
| Job Title: |  |
| Duties: |  |
| Rate of Pay: |  |
| Reason for Leaving: |  |

Please detail any additional posts held.

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| Current Membership of Professional bodies (i.e. CIPD, NMC) | |
|  | Please note any professional bodies you are a member or registered with: |
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| Other Employment | |
|  | Please note any other employment that you would continue with if you were to be successful in obtaining the position: |
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| Leisure | |
|  | Please note here your leisure interests, sports and hobbies, other pastimes, etc.: |
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| References (please note here two persons from whom we may obtain both character and work references) | | | | | | | |
| Reference #1 | Title: | |  | | | | |
| Forename(s): | |  | | | | |
| Surname: | |  | | | | |
| Address: | |  | | | | |
| Post Code: | |  | | | | |
| Contact No. | |  | | | | |
| Position Held | |  | | | | |
| May we approach the above prior to interview? | | | Yes |  | No |  |
| Reference #2 | Title: |  | | | | | |
| Forename(s): |  | | | | | |
| Surname: |  | | | | | |
| Address: |  | | | | | |
| Post Code: |  | | | | | |
| Contact No. |  | | | | | |
| Position Held |  | | | | | |
| May we approach the above prior to interview? | | | Yes |  | No |  |

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| General Comments |
| Please detail here your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role (as summarised in the person specification). |
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| Other Employment | |
|  | Please note any other employment that you would continue with if you were to be successful in obtaining the position: |
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| **Additional Support Needs** | | | | |
| **Do you consider yourself to have a disability** | **Yes** |  | **No** |  |
| **If yes, please tell us if there are any “reasonable adjustments” we can make to assist you in your application, or with our recruitment process** | | | | |
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| Additional Information | |
|  | If successful for an interview, please tell us if there are any dates when you will not be available. |
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| **Criminal Record** |
| **Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory Disclosure Certificate from Disclosure Scotland.** |
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| Data Protection |
| 1. **We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes.** 2. **We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation.** |

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| Declaration (please read this carefully before signing this application) | | | |
| 1. **I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.** 2. **Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination.** 3. **I agree that should I be successful in this application, I am aware Clyde Shopmobility will ask me to complete an application form to enable them to apply to Disclosure Scotland for a Protection of Vulnerable Groups Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.** | | | |
| Signed: |  | Date: |  |