

SCO 48563

The information provided on this application will remain private and confidential and will only be used for the purpose of selection/recruitment or for subsequent employment administration if the application is successful.

Please return your completed form, marked confidential for the attention of C Elliott-Walker to:

Celliottwalker@aol.com or Mrs C Elliott-Walker, Rosalee, Rosalee Brae, HawickTD97HH.

**APPLICATION FOR THE POST OF:**

Name: ……….…………………………………………………………………………………………………….

Address: ……………………………………………………………………………………………………………..

 …………………………………………………Postcode: …………………….……………………….

Tel No: …………………………………………… Email: ………………………………………………………………

## Summary of educational qualifications and details of relevant training courses

|  |  |  |
| --- | --- | --- |
| DATES | ESTABLISHMENT | QUALIFICATIONS |
|  |  |  |

Employment Details - starting with current/most recent post

|  |  |  |  |
| --- | --- | --- | --- |
| **DATES** | **EMPLOYER** | **JOB DESCRIPTION** **AND EXPERIENCE** | **REASON FOR LEAVING** |
|  |  |  |  |

*Details of other relevant experience, including voluntary work (if applicable)*

|  |  |  |
| --- | --- | --- |
| DATES | ORGANISATION | EXPERIENCE |
|  |  |  |

*I am experienced in the use of the following IT applications (please tick) :*

*Word  Excel  Access  Email/Internet *

*Name and Address of two referees:*

*Present/*

*Personal: ……………………………………. previous employer ………………………………*

*………………………………………………… ……………………………………………………..*

*……………………………………………… ……………………………………………………..*

*………………………………………………… ……………………………………………………..*

*Tel no: ……………………………………….. Tel no: ..…………………………………………..*

*Permission to contact: Yes / No Permission to contact: Yes / No*

*References will be taken up prior to interview unless you specify otherwise.*

*Personal statement in support of application (Maximum 250 words)*

*Interests and personal qualities: ……………………………………………………………………...*

*……………………………………………………………………………………………………………*

*……………………………………………………………………………………………………………*

*……………………………………………………………………………………………………………*

GENERAL INFORMATION

Do you have a current clean driving licence? Yes / No If No, please specify

……………….……………………………………………………………………………………………………………

Are you currently eligible for employment in the UK? Yes / No

National Insurance No: …………………………………

DECLARATION

(NB: You need only sign with your initial and surname)

I declare that to the best of my knowledge and belief all particulars I have given in this application are complete and true. I understand that any false or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.

Applicant’s signature: …………………………………… Date ……………………………….

REHABILITATION OF OFFENDERS ACT 1974

If you have previously been convicted of any offences, please give details unless the conviction can be regarded as ‘spent’ in terms of the Rehabilitation of Offenders Act 1974

…………………………………………………………………………………………………………

…………………………………………………………………………………………………………

You will be required to provide a satisfactory Enhanced Disclosure Certificate.