**Application for Employment**

|  |  |  |
| --- | --- | --- |
| **Position Applied For** | **Events Coordinator** | |
|  |  | |
| Surname |  | |
|  |  | |
| First Name(s) |  | |
|  |  | |
| Address |  | |
|  |  | |
| Tel No (day/evening) |  | |
| Tel No (mobile) |  | |
|  |  | |
| Email Address |  | |
|  |  | |
| How much notice, if applicable, are you required to give to your present employer? | |  |
|  | |  |

**Work Experience**

We want to know about your work experience, paid or unpaid. Please include your current/previous employment, voluntary work, or community activities. Please also give your reason for leaving. You should use this space to explain any extended gaps in employment.

You may extend the table if required. Do not attach a C.V.

|  |  |
| --- | --- |
| **Current/most recent salary/grade:** | **£** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name of Employer/ Organisation*** | ***Position Held***  ***Responsibilities and Main Tasks Undertaken*** | ***Dates (From/To)*** | ***Reason for leaving*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Education**

Please give general educational information and highlight any which are particularly relevant to the post.

|  |  |  |
| --- | --- | --- |
| ***Dates*** | ***Education*** | ***Qualifications Achieved*** |
|  |  |  |
|  |  |  |
|  |  |  |

**Training**

Please list any training which you have received, or are currently undertaking, which you consider relevant to the post.

|  |  |  |
| --- | --- | --- |
| ***Dates*** | ***Training*** | ***Qualifications Achieved*** |
|  |  |  |
|  |  |  |
|  |  |  |

**Supporting Statement**

In this section we would like you to:

* give your reasons for applying for this post; and
* with reference to the job description, indicate what experience, skills you would bring to this job

You can include personal interests in this section.

|  |
| --- |
|  |

**References**

We wish to seek references from two people who can comment on your suitability for the post. The first referee must be your current or most recent employer.

May we contact your present employer at this stage? \***YES/NO**

**Referee One:**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Address: |  |
| Phone: |  |
| Email Address: |  |

**Referee Two:**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Address: |  |
| Phone: |  |
| Email Address: |  |

|  |
| --- |
| I declare the information given on this form is correct to the best of my knowledge.  **Signature**: **Date:** |

Please return this form by the closing date as stated on the advert via e-mail to [hr@staf.scot](mailto:hr@staf.scot)

Staf is committed to equality of opportunity regardless of age, disability, gender or gender identity, race or ethnicity, faith, sexual orientation or parent/carer responsibilities. To help us to monitor and review our effectiveness in this area, please complete the following details. **This information will not be used for any other purpose than monitoring and will be detached from the application form on receipt.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Applied For** |  | | **Full Name** |  |
| **How did you hear about his vacancy?** | |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Which ethnic group do you identify as? | | | | |
| White |  | | Mixed |  |
| Black or Black British |  | | Asian or Asian British |  |
| Chinese |  | | Other |  |
|  | | | | |
| Do you consider yourself to have a disability? | |  | | |
| If yes, please give details: | | | | |
|  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Age | | | | | |
| 0-24 |  | 25-34 |  | 35-44 |  |
| 45-54 |  | 55-64 |  | 65+ |  |
|  | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| What sexual orientation do you identify as? | | | | | | | |
| Heterosexual |  | | | Gay man | |  | |
| Gay woman/lesbian |  | | | Bisexual | |  | |
| Prefer not to say |  | | | Other | |  | |
|  | | | | | | | |
| Which gender do you identify as? | | | | |  | | |
| Is this this the same gender you were assigned at birth? | | | | |  | | |
| Do you consider yourself to be transgender? | | | | |  | | |
|  | | |  | | | | |
| Which religion/faith/belief do you identify with? | | | | | | | |
| Christian |  | | | Muslim | |  | |
| Hindu |  | | | Jewish | |  | |
| Buddhist |  | | | Sikh | |  | |
| No Religion |  | | | Prefer not to say | |  | |
| Other |  | | | | | | |
|  | | | | | | | |
| Do you have any caring responsibilities? If yes, please mark against all that apply. | | | | | | | |
| None | |  | | Prefer not to say | | |  |
| Primary carer of: | | | | | | | |
| Child/children under 18 | |  | | Disabled adult (18 and over) | | |  |
| Disabled child/children | |  | | Older person | | |  |
| Secondary carer (another person carries out main caring role) | | | | | | |  |

As part of our pre-recruitment checks we will be carrying out a check of criminal records; this is called disclosure information. This process has two stages. The first is the completion of this form while the second stage is an application to Disclosure Scotland.

**Please complete the following information and place it in the envelope provided. This information will only be reviewed by our staff with a direct responsibility for the recruitment** of staff or volunteers.

It is recommended that you visit the [Disclosure Scotland website](https://www.mygov.scot/convictions-higher-disclosures/) for guidance before telling us about any spent convictions. Please see the flow chart overleaf which may be useful.

**Please note that driving convictions can also be listed on disclosure/PVG certificates.**

|  |  |
| --- | --- |
| Do you have any unspent criminal convictions? | Yes /No\*  *(\*delete as applicable)* |
| If “Yes”, please state for each conviction:   * The date of the conviction * The court where your case was dealt with; * The offence * The penalty | |
|  | |
| Do you have any spent criminal convictions? | Yes /No\*  *(\*delete as applicable)* |
| If “Yes”, please state for each conviction:   * The date of the conviction * The court where your case was dealt with; * The offence * The penalty | |
|  | |

Full Name (In Block Capitals):

Signature: Date:

**Criminal Convictions Flow Chart**

