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| **EMPLOYEE APPLICATION FORM**  Candidates are required to complete **all sections** of the application, preferably using MS Word  **CV’s may be included as supporting information only.**  ***Please read all instructions, job description and person specification prior to completing this form***. | | | | | |
| Post Applied For: | | Preferred Employment (delete as appropriate):  Full Time / Sessional | | | |
| Where/How did you hear about the vacancy? | | | | | |
| **SECTION 1: PERSONAL DETAILS** | | | | | |
| Surname: |  | | | Title: |  |
| Other Names: |  | | | | |
| Address: | Postcode: | | | | |
|  |
| Mobile Phone Number: |  | | | | |
| Alternative Phone Number: |  | | | | |
| Email: |  | | | | |
| Are you entitled to work in the UK? **YES/NO\***  Do you need a Visa to work in the UK? (*Please provide details*)  **You will be asked to provide documentation at interview** | | | | | |
| Current SSSC Registration number (if applicable): | | |  | | |
| Current GTCS Registration number (if applicable) | | |  | | |
| PVG Membership Number: | | |  | | |
| Do you hold a current full driving licence? **YES/NO\***  Does your licence have penalty points or Endorsements? **YES/NO\***If yes, please give details: | | | | | |

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| **SECTION 3: gUARANTEED JOB INTERVIEW SCHEME**  **(**Please see guidance notes for advice on this section) | |
| If you have a disability and can offer the skills and experience we consider essential for the post, we will guarantee you an interview. | |
| Do you consider yourself to have a disability? | Yes/No\* |
| Do you wish your application to be considered under this scheme? | Yes/No\* |
| If yes, please give any information which may be relevant to your ability to carry out the duties of the post. | |

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| **SECTION 4: EMPLOYMENT HISTORY** | | | | | |
| Please provide details of your past employment history to date, starting with your most recent first, accounting for any periods of time not spent in further education or employment *(continue on separate sheet if necessary).* | | | | | |
| **Present/most recent employment or voluntary position:** | | | | | |
| Employer |  | Job Title | |  | |
| Dates employed: | From: | To: | |  | |
| Employers Address: | | | | | |
| Reason for leaving/wishing to leave: | | | Salary: | |  |
| Notice period required: | | |  | | |
| Duties/ Responsibilities/ Experience gained: | | | | | |

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| **SECTION 4: EMPLOYMENT HISTORY (continued)** | | |
| We are interested in any relevant skills and knowledge you may have, whether gained in employment or outside the workplace, so please include any unpaid, voluntary work, or other roles you may have had.  *Please list in date order, most recent first. (Continue on separate sheet if necessary).* | | |
| Dates (From/to): | Employer’s name and address: | Post title  Duties/ responsibilities/ experiencegained  Reason for leaving |
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| **SECTION 5: ADDITIONAL INFORMATION** | | |
| **Please state why you are applying for this post and highlight particular skills which would make you a suitable candidate for the role. Please give details of any relevant skills you will bring to the post applied for. This can include training, qualities, achievements at work and non-work related or voluntary experience. Please refer to the skills outlined in the person specification supplied.** | | |
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| **Training and Qualifications** | | |
| **Name of Establishment/Training Body** | **Dates attended** | **Qualifications obtained** |
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| **SECTION 7: DISCIPLINARY PROCEDURES** | | |
| Are you currently, or have you been, subject to any disciplinary measures or grievance procedures? | | **YES/ NO \*** |
| **Date** | **Reason** | **Outcome** |
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| **SECTION 8: CRIMINAL RECORDS CHECK** | | |
| Have you been convicted of any criminal offence (including driving offences)? **YES/NO\***  If yes, please give details: -  Are you presently the subject of a criminal investigation? **YES/NO\***  If yes, please give details: -  The disclosure of a criminal record will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. However, this post is exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order, as amended. You are therefore required to declare any convictions, whether or not they would, in terms of the Act, be classed as spent. Failure to disclose important information may disqualify you from appointment or lead to summary dismissal.  If selected for the position, we will check your details against criminal records held by the Police, prior to an offer of employment.  **Disclosure**  *Please be aware that any undisclosed information that comes to light in the future could have a bearing on your continued employment with Balnacraig and may lead to dismissal.* | | |

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| **SECTION 9: REFERENCES** | | | | | | | | | |
| * Please ensure that you have sought agreement from your referees before submitting their details. Referees **must not** be relations or friends. * Two references are required. * If you have previously worked, you **must** provide references from employers within the past 3 years, one of which **must be** your last employer. * If you have been out of work for some time, you **must** provide a reference from your last employer. If this is not possible use the contact details in the application pack to obtain advice on how to complete this section. * If you have not previously been in employment you **must** provide a reference from an appropriate person (e.g. course leader or a manager that has known you in an organisation). * If you are coming straight from education, you **must** provide a reference from your Head Teacher or Course Tutor. * For internal candidates one reference must be from your current supervisor or manager. | | | | | | | | | |
| **REFEREE 1 – current or most recent employer** | | | | | | | | | |
| Name: |  | | Organisation: | | |  | | | |
| Position: |  | | Time known: | | |  | | | |
| Email address: |  | | Contact Tel No: | | |  | | | |
| Address: |  | | | | | | | | |
| Capacity in which known: | |  | | Post Code: | | | |  | |
| Can we contact him/her now? | | | | **Yes:** | | |  | **No**: |  |
| **REFEREE 2** | | | | | | | | | |
| Name: |  | | Organisation: | | |  | | | |
| Position: |  | | Time known: | | |  | | | |
| Email address: |  | | Contact Tel No: | | |  | | | |
| Address: | |  | | | | | | | |
| Capacity in which known: | |  | | | Post Code: | | |  | |
| Can we contact him/her now? | | | | | **Yes:** | |  | **No**: |  |

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| SECTION 10: DECLARATION | | | |
| **IMPORTANT (Please read carefully before signing)**  **Data Protection**  In accordance with the Data Protection Act of 1988, the information entered onto this form and any accompanying papers will be used to assess your suitability for the post and will not be released to anyone who does not require it for this purpose. If you are employed the information you have provided on this form will be used for personnel record and payroll purposes, otherwise the information will be destroyed six months after the post has been filled.  You have the right to require us to correct any inaccuracies in your information.  I certify that to the best of my knowledge all statements given by me on this form are true and accurate. I understand and accept that if it is subsequently discovered that any statement is false or misleading or that I have withheld information, my employment may be terminated without notice. | | | |
| Signature |  | Date |  |