

**Scottish Commission for People with Learning Disabilities**

**Application Form** (to be completed in black ink or type)

Please return the completed application to:

recruitment@scld.co.uk

Do not enclose your CV or any other documents with this application, as these will not be considered.

|  |  |
| --- | --- |
| Post applied for: |  |

**Personal details**

|  |  |
| --- | --- |
| Preferred title e.g. Mr, Mrs, Ms, etc. |  |
| Surnames (s) |  |
| Forenames (s) |  |
| Address |  |
| Postcode |  |
| Telephone No |  |
| Email address |  |

**Employment history**

Please list all relevant paid and non-paid work (use continuation sheet if necessary). Please list in order, starting with most recent post and work backwards.

Current employment

|  |  |
| --- | --- |
| Name and address ofemployer/organisation |  |
| Employed from |  |
| Employed to |  |
| Job title |  |
| Description of key duties and responsibilities |  |
| Present salary |  |
| Reason for seeking other employment |  |
| Notice period |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address ofemployer/organisation | From | To | Job title and description of key duties and responsibilities | Reason for leaving |
|  |  |  |  |  |

**Education/training courses (including membership of professional bodies)**

Please list in order, starting with most recent first.

Further/Higher education

|  |  |  |  |
| --- | --- | --- | --- |
| Dates attended | Name of establishment | Course taken | Qualifications gained |
|  |  |  |  |

Secondary education

|  |  |  |
| --- | --- | --- |
| Dates attended | Subjects taken | Qualifications gained |
|  |  |  |

**Supporting statement**

|  |
| --- |
| In no more than 500 words state below your reason for applying for the post and the qualities and experience you consider make you a suitable applicant. Please refer to the Job Description.  |
|  |

**Rehabilitation of offenders act 1974**

You will be required to complete a **Basic Disclosure**.

A basic disclosure certificate shows any 'unspent' criminal convictions you may have in the UK. Unspent means you need to declare them. https://www.mygov.scot/disclosure-types/

|  |  |
| --- | --- |
| Have you any unspent convictions? | Yes/No |
| If yes, please give full details |  |

**Miscellaneous**

|  |  |
| --- | --- |
| Do you need any reasonable adjustments or arrangements to be made at the interview? | Yes/No |
| If yes please specify |
| Do you have a current and clean driving licence? | Yes/No |
| Do you have the right to take up employment in the UK? If no, please provide further details | Yes/No |
| Please state any dates on which you will not be available for interview. |  |
| Where did you see the post advertised? |  |

**References**

Please provide two references, one must be your present or more recent employer. The other can be a previous employer or contemporary. If this is an application for your first job, your school teacher or higher or further education lecturer.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company name |  |
| Address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| Your connection to this reference |  |

 May we obtain this reference prior to interview? Yes/No

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company name |  |
| Address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| Your connection to this reference |  |

May we obtain this reference prior to interview? Yes/No

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby give my consent to SCLD processing the data supplied on this application form for the purpose of recruitment and selection only. I accept that if my application is successful, this application form will form part of my Personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: ………………………………………………….

Date: …………………………………………………………

**Thank you**