**Job Application Form**

**Please complete this form in black type/ink.**

**You can insert additional space if needed or attach a separate sheet.**

|  |  |
| --- | --- |
| **Job:** | **Closing Date:** |

1. **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Initials |
| Address: | |
| Postcode: |  |

|  |  |  |
| --- | --- | --- |
| Telephone Home: | Mobile: | Business: |
| Email: | | |

1. **OTHER INFORMATION**

|  |
| --- |
| Where did you see this job advertised? |
| What period of notice does your present employer require? |

1. **CURRENT OR MOST RECENT JOB**

|  |  |
| --- | --- |
| Post Held: | |
| Employer's Name & Address: | |
| Salary / Pay Scale: | |
| Current Annual Salary / Weekly Pay (delete as appropriate): | |
| Start Date: | Finish Date  (if appropriate) |

1. **PREVIOUS EMPLOYMENT** (State most recent first)

**Please insert additional rows if needed or attach a separate sheet.**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's Name & Address | Job Title | Start  Date | Finish Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**5. QUALIFICATIONS ACHIEVED**

**Please insert additional rows if needed or attach a separate sheet.**

|  |  |  |
| --- | --- | --- |
| Subject(s) | Type of qualification (e.g. Standard Grade, Highers, S/NVQ, Degree) | Grade(s) Achieved |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**6. MEMBERSHIP OF PROFESSIONAL BODIES**

**Please insert additional rows if needed or attach a separate sheet.**

|  |  |  |
| --- | --- | --- |
| Professional Body/Institution | Type of Membership | Renewal date |
|  |  |  |
|  |  |  |
|  |  |  |

**7. RELEVANT TRAINING/DEVELOPEMENT NOT LEADING TO A QUALIFICATION. Please insert additional rows if needed or attach a separate sheet.**

|  |  |
| --- | --- |
| Date(s) | Description |
|  |  |
|  |  |
|  |  |
|  |  |

**8. SUPPORTING STATEMENT**

Please state why you want this job and give details of your skills and experience which are relevant to this job.

**Please insert additional space if needed or attach a separate sheet.**

|  |
| --- |
|  |

**9. REFERENCES**

|  |  |
| --- | --- |
| **NOTE: At least one of your referees must be your current or most recent employer**. | |
| 1. Name: | 1. Name: |
| Address: | Address: |
| email address: | email address: |
| Telephone number: | Telephone number: |
| Relationship to applicant: | Relationship to applicant |

|  |  |  |  |
| --- | --- | --- | --- |
| **Please cross the box(es) below if you do not wish either or both of your referees to be contacted without prior notification. It is our normal practice to request references for shortlisted candidates prior to interview.** | | | |
| **Referee 1** |  | **Referee 2** |  |

**10.** Are you applying through the Guaranteed Job Interview Scheme for Disabled People?

Yes  No

**11.** Please tell us about any adjustments we may need to make to help you attend an interview if you are successful at the shortlisting stage. Please give details below. Your answers will be treated confidentially and will not affect your application in any way.

|  |
| --- |
|  |

**12. RECRUITMENT CHECKS**

To help ensure safe and fair recruitment we carry out checks appropriate to the post as a part of the recruitment process. The checks required are:

* Right to Work in the UK.
* Criminal records check (if needed for the post). Having a criminal record will not necessarily be a bar to working with us.
* Qualifications (if needed for the post).
* Drivers licence (if needed for the post).
* References.
* Health Questionnaire: You will be required to complete a Health Questionnaire. This will be used to assess the individual’s health capacity for the role and if any reasonable adjustments (as defined under the Equality Act 2010) are required on taking up a position with us.

**13. DATA PROTECTION**

Your data will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis we hold it, in the Privacy Statement on page 7.

**14. DECLARATION**

I declare that, to the best of my knowledge, the information given in this application form is true and correct

|  |  |
| --- | --- |
| Signature: | Date: |

**NB: PLEASE DO NOT SUBMIT A SEPARATE CV. IF YOU DO, THIS WILL BE DISREGARDED AND WILL NOT BE CONSIDERED IN THE SELECTION PROCESS.**

**Privacy Statement – Job Applicants/Candidates**

VisionPK is committed to protecting the privacy and security of personal information and being transparent about what we do with it.

We are a data controller which means that we determine the purposes for which, and the manner in which, any personal data are, or are to be, processed. We are registered as a data controller with the Information Commissioner’s Office (Registration Number: Z3399048)

We collect your personal information when you apply for a job with us. The personal information you provide will be used to process your job application.

In some cases, we need to process your personal information to ensure that we are complying with our legal obligations. An example of this would be when it is necessary to check that a job applicant has the right to work in the UK.

In other cases, where it is relevant and appropriate for us to do so, we use the legal basis ‘Legitimate Interest’ to use your personal information to process your job application.

When considering if the use of your personal information is relevant and appropriate to how you are involved with us, we always assess your data protection rights and our business interests to ensure they are balanced.

Please contact us should you have any queries about this.

We will not share your personal information with any other organisation unless we have a legal obligation to do so.

We will keep your personal information securely for as long as we need to for the purposes we collected it and in accordance with our Records Retention Schedule.

We have implemented appropriate physical, technical and organisational measures to protect the personal information we have under our control, both on electronic and paper-based systems. This protection covers improper access, use, alteration, destruction and loss.

You have the right to ask for a copy of the information we hold about you. Your rights also include the right to ask us to correct any inaccuracies in your information and to ask to have your personal data erased (subject to legal or record keeping exceptions).

If you have any queries about your rights and our responsibilities in respect to your personal information, please contact The Chief Executive, VisionPK, Perth & Kinross Sensory Centre, 14 New Row, Perth, PH1 5QA, telephone 01738 626969 or email [info@visionpk.org.uk](mailto:info@visionpk.org.uk)

You can also contact the Information Commissioner’s Office on 0303 123 1113 or visit their website for more information at www.ico.org.uk