**Application Form**

**Personal details**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postcode:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date applied for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred contact method:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SSSC registration number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(if you are not registered with SSSC and the role requires this you must be registered within 6 months of beginning this post)**

**Membership of any other bodies:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you hold a current full driving licence?** **YES or NO** (please circle)

**Do you have any endorsements?**  **YES or NO** (please circle)

**If YES, please detail** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your values, skills, experience, qualifications & employment**

**Please consider the job description and other information provided about the role. Please tell us about your values, skills and experience (including any volunteering experience that you may have) and how they will help you to carry out the duties of the job.**

# **Qualifications**

**Please detail all qualifications with dates completed and grade achieved.**

# **Training and learning**

**Please detail all training and learning opportunities relevant to this role.**

**Please detail your employment history with a summary of your role and responsibilities, dates employed and reason for leaving.**

**References (please note one must be your current or most recent employer)**

**1. Name:**

**Address:**

**Email:**

**Telephone number:**

**Relationship to you and the length of time they have known you:**

**Can we contact them before an interview?**

**2. Name:**

**Address:**

**Email:**

**Telephone number:**

**Relationship to you and the length of time they have known you:**

**Can we contact them before an interview?**

**Protection of Vulnerable Groups (PVG)**

**Have you ever been subject to any vulnerable persons concerns?**

**Please detail any warnings, current or expired, in relation to vulnerable persons:**

*Under the protection of vulnerable groups Scotland Act 2007 please confirm if you are listed as unsuitable to work with any vulnerable group. By applying for this post if you are registered on any such list you may be committing a criminal offence. Are you on any such list in:*

**Scotland?**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Any other part of the UK?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are you a member of the PVG?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PVG number:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Other information**

|  |
| --- |
| **Are you a national of the UK?****Nationality:** **Do you have permission to work in the UK?****If permission to work in the UK is for a deferred period please state expiry date:** |

**Declaration**

**The information detailed within this Application Form is true to the best of my knowledge and belief and I make it knowing that where it is found that I have wilfully stated anything which I know to be false or do not believe to be true may result in the withdrawal of any offer of employment or the termination of my employment where applicable.**

**PRINTED Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Data Protection**

Four Square will comply with all applicable requirements of current data protection legislation including the Data Protection Act (1998) and the General Data Protection Regulation (2016) (“GDPR”).

You will receive a copy of our Recruitment Privacy Notice following receipt of your Application Form.

**End of Application Form**