

HTSI Employment Application Form

June 2020

Applicant's Full Name:	
Email Address:	
Phone Number:	

What post are you applying for?	
Where did you see this advertised?	

Do you currently hold a valid Uk driving licence? Please note that if this is a condition of employment you will be automatically disqualified from shortlisting if you do not meet this requirement.

Do you have the right to take up paid employment in the UK?

If you are disabled, please give details of any special arrangement or adjustments you would require to attend interview if invited to do so?

Rehabilitation of Offenders Act 1974

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise unless it is either a 'protected caution' or a 'protected conviction' under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify "None".

Job Specification

With specific reference to the specification, please provide a summary about your suitability for the role against the experience, skills and personal attributes outlined within that. (maximum 400 Words)

Skills, Experience and Knowledge

Describe an achievement that you are particularly proud of, what about that experience you found most rewarding and how that experience will strengthen your ability to undertake this role?

(Max 150 words)

Describe a situation that you found challenging, what you learned through that process and what lessons you feel will support you in this role.

(Max 200 words)

About you

Tell us why you want this role, what about it is of interest?

(Max 200 words)

The 'Team' is really important to HTSI, how would the people you work with describe you?

(Max 100 words)

Previous employment/voluntary history you feel is most relevant to this role (maximum of five)	
Organisation and Dates	
Role: (Paid/Voluntary?)	
Key Tasks: (30 words)	
Organisation and Dates	
Role: (Paid/Voluntary?)	
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Key Tasks: (30 words)	
Organisation and Dates	
Role: (Paid/Voluntary?)	
Key Tasks: (30 words)	

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 the HTSI processing the data supplied on this application form for the purpose of recruitment and selection. 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 that data on it being processed for all purposes in connection with my employment.

Applications are to be returned to info@highlandtsi.org.uk

Please note that HTSI usually has an external person(s) involved in the recruitment process and information may be shared with them for the purposes of completing this role and function. If you wish to know who is on your recruitment selection panel please contact the main office on the email above or on 01349 864289.

Sign: _____

Date:
