APPLICATION FOR EMPLOYMENT

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| A. POST DETAILS |
| Post applied for :  | Where did you see this vacancy advertised? |
| B. PERSONAL DETAILS |
| Name : | Email :  |
| Address :Postcode : |  | Contact Number : |
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| C. QUALIFICATIONS AND / OR TRAINING AND / OR APPRENTICESHIPS – (Only provide those qualifications and/ or training and/ or apprenticeships necessary or relevant to the job) |
| Examining Body e.g. SQA | Course/Subject / Module | Qualifications obtained Grade(s) and major subjects studied | Is the Qualification still Valid? | Tick if Awaiting Result |
| Qualification Received | Level |  |  |
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| D. PRESENT EMPLOYMENT  |
| Employer’s name & address | Position held & brief description of duties | Dates from and to |
| Salary : |  |  |

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| E. PREVIOUS EMPLOYMENT (List in order, with most recent employer first)Please list all your previous employment, detailing any gaps between employments with reasons.. |
| 1. Employer’s name & address
 | Position held and brief description of duties | Dates from and to |
| Reason for leaving:Salary : |
| 1. Employer’s name & address
 | Position held and brief description of duties | Dates from and to |
| Reason for leaving :Salary : |
| 1. Employer’s name & address
 | Position held and brief description of duties | Dates from and to |
| Reason for leaving :Salary : |
| 1. Employer’s name & address
 | Position held and brief description of duties | Dates from and to |
| Reason for leaving :Salary : |

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| F. REFERENCES |
|  Name, address and occupation of two referees(This data will only be used to satisfy any subsequent conditional offer of employment) |
| 1. Name and Address of Referee | 2. Name and Address of Referee: |
|  |   |
| Occupation:Relationship: | Occupation:Relationship: |
| Email:  | Email : |
| Contact No.: | Contact No.: |

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| G. DRIVING LICENCEIf asked for in the advertisement please confirm if: |
| Do you hold a full current UK driving licence?  | YES | NO |
| Does your driving licence have any penalty point endorsements?If stated yes please provide details: - | YES | NO |
| Do you have access to a car : | YES | NO |

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| H. NOTICE REQUIRED |
| Notice required by existing employer  | **1 week** | **2 weeks** | **3 weeks** | **4 weeks** |
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| I. ELIGIBILITY TO WORK IN THE UK  |
| Are you eligible to work in the UK? YES / NO  |

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| **J. SUPPORTING STATEMENT** |
| With reference to the job specification and person specification please give us further information which you feel will support your application. Please include your reasons for applying and explain why you think your skills, experience and personal qualities are relevant for this post.  |
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| K. CRIMINAL OFFENCE |
| Have you ever been convicted of a criminal offence ?( please note, any criminal convictions except those ‘ spent’ under the Rehabilitation of Offenders Act 1974 )Please note that any offer of employment will be conditional until a Protecting Vulnerable Groups ( PVG ) check has been done through Disclosure Scotland | YES NO |

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| L. DECLARATION ( read carefully ) |
| I hereby consent to Skills Exchange SCIO processing and retaining the data contained within this form for recruitment & selection and employment related purposes only.I consent to Skills Exchange SCIO contacting my referees and any other previous employer as deemed appropriate.I declare that all statements I have made in this application are true and to the best of my knowledge and belief, and that I have not withheld any relevant information. I understand that if I have made any false statements or omitted any information I am liable to have my application rejected, or if appointed, liable to be dismissed. Signature of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Please return your completed application to:

**Diane Ashwood, Skills Exchange SCIO, The Village Centre, 12 Maxwell Drive,**

**East Kilbride, G74 4HG**

**or**

**Email : diane@skillscio.org**

**CLOSING DATE : Friday 25th June 2021**