



HTSI Employment Application

Reviewed 2019

Applicant Contact Information

First Name

Last Name

E-mail Address

Phone (please give the easiest one to contact you on)

Address, including post code

What post are you applying for?

Where did you see this advertised?

Do you hold a current and valid UK driving license?

☐ Yes

☐ No

Do you have the right to take up employment here 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".

References (Please note that one of your references must be from your most recent employer or an equivalent)

First Name	Last Name
<div></div>	<div></div>
E-mail Address	Phone
<div></div>	<div></div>

First Name	Last Name
<div></div>	<div></div>
E-mail Address	Phone
<div></div>	<div></div>

First Name	Last Name
<div></div>	<div></div>
E-mail Address	Phone
<div></div>	<div></div>

How long a notice do you have to give your current employer if applicable?

Previous Relevant Employment

Job title	Reason for leaving
<input type="text"/>	<input type="text"/>
Organisation	Start Date / End Date
<input type="text"/>	<input type="text"/>
Main Responsibilities	
<input type="text"/>	

Job title	Reason for leaving
<input type="text"/>	<input type="text"/>
Organisation	Start Date / End Date
<input type="text"/>	<input type="text"/>
Main Responsibilities	
<input type="text"/>	

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Main Responsibilities	
<input type="text"/>	

Job title	Reason for leaving
<input type="text"/>	<input type="text"/>
Organisation	Start Date / End Date
<input type="text"/>	<input type="text"/>
Main Responsibilities	
<input type="text"/>	

Relevant Volunteer Experience

Role title	Reason for leaving
<input type="text"/>	<input type="text"/>
Organisation	Start Date / End Date
<input type="text"/>	<input type="text"/>
Main Responsibilities	
<input type="text"/>	

Job title	Reason for leaving
<input type="text"/>	<input type="text"/>
Organisation	Start Date / End Date
<input type="text"/>	<input type="text"/>
Main Responsibilities	
<input type="text"/>	

Job title	Reason for leaving
<input type="text"/>	<input type="text"/>
Organisation	Start Date / End Date
<input type="text"/>	<input type="text"/>
Main Responsibilities	
<input type="text"/>	

Job title	Reason for leaving
<input type="text"/>	<input type="text"/>
Organisation	Start Date / End Date
<input type="text"/>	<input type="text"/>
Main Responsibilities	
<input type="text"/>	

Please complete these three questions:

Please describe a time when you have worked as part of a group or a team and what role you had in that team: (You can use any experience whether in paid work, voluntary roles or from general life) Max 250 words:

Please describe how you would approach managing your day at work when you have several tasks to complete and steady interruption from emails or phone calls which need to be handled: Max 150 words:

Provide an example of a time when you have had to work directly with the public, what you did and how you feel that experience contributes to your ability to do this role: Max 250 words:

Please provide a statement in support of your application generally, with particular reference to the Job Description/Specification for the role. Please keep your statement to less than 450 words.

Qualifications, training and education

Qualification	Awarding Institution / Establishment
<input type="text"/>	<input type="text"/>
Date gained	
<input type="text"/>	

Qualification	Awarding Institution / Establishment
<input type="text"/>	<input type="text"/>
Date gained	
<input type="text"/>	

Qualification	Awarding Institution / Establishment
<input type="text"/>	<input type="text"/>
Date gained	
<input type="text"/>	

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<input type="text"/>	<input type="text"/>
Date gained	
<input type="text"/>	

Qualification	Awarding Institution / Establishment
<input type="text"/>	<input type="text"/>
Date gained	
<input type="text"/>	

Qualification	Awarding Institution / Establishment
<input type="text"/>	<input type="text"/>
Date gained	
<input type="text"/>	

Do you know or are you related to anyone currently employed by the HTSI or one of the projects hosted within the HTSI? .

☐ No

☐ Yes

If the answer is Yes please provide the name of the employee(s) and the capacity in which you know them

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 the data on it being processed for all purposes in connection with my employment.

Sign:

Date:

Please return this form to info@highlandtsi.org.uk

If you have any questions or queries please call 01349 864289

The HTSI may involve external partners in the recruitment and selection process. This means we will potentially share application information with someone who is included on our interview panel but who doesn't work for us. Those individuals will have to sign a data sharing agreement.

If you want to know more about who will be on your interview panel please phone 01349 864289 before you submit your application form. Unless told otherwise your submitted form will be taken as agreement to share your details with the interview panel, including those members not employed by the HTSI.

The Highland Third Sector Interface is a Scottish Registered Charity, SC043521 and a Scottish Registered Company SC425808