**APPLICATION FOR EMPLOYMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | **POSITION DETAILS** | | | | | | | |
|  | |  | | Position: **Finance and Business Manager** | |  | Advert No. | | | 2021/02 | |
|  |  | | **PERSONAL DETAILS** | | | | | | | | |
|  |  | | Surname: | | | Initial(s) | | |  | | |
|  |  | | Address: | | | Telephone (Home): | | | | | |
|  |  | | Telephone (Mobile): | | | | | |
|  |  | | Telephone (Business):  May we contact you at work? | | | | | |
|  |  | | Postcode: | | | E-mail address: | | | | | |
|  |  | | **QUALIFICATIONS AND/OR TRAINING AND/OR APPRENTICESHIPS** | | | | | | | | |
|  |  | | **(Only enter those qualifications and/or training and/or apprenticeships necessary or relevant to the job)** | | | | | | | | |
|  |  | | Qualification and/or Training and/or Apprenticeships | | Subject | | | Grade (if applicable) | | | Date Gained |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  |  | |  | |  | | |  | | |  |
|  | |  | | **MEMBERSHIP OF PROFESSIONAL INSTITUTES (only complete if necessary or relevant to the job)** | | | | | | | |
|  | |  | | Name of Institute | Current Status | | | | | | Date Awarded |
|  | |  | |  |  | | | | | |  |
|  | |  | |  |  | | | | | |  |
|  | |  | |  |  | | | | | |  |
|  | |  | | Do you hold a current Full UK drivers licence |  | | | | | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **PRESENT EMPLOYMENT** | | |
|  |  | Name and Address of Employer: | Date Commenced Employment | |
|  |  | Job Title: | Notice Required: | Current Salary: |
|  |  | Brief description of your main duties and responsibilities with an emphasis, where possible, on those areas most relevant to the post applied for. |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **PREVIOUS EMPLOYMENT (List in order, with most recent employer first)** | | | | |
|  |  | Please list **all** your previous employment, detailing any gaps between employments with reasons (Continue on separate sheet if necessary). | | | | |
|  |  | Dates | | Name and Address of Employer | Job Title and Nature of Work | Reason for Leaving |
|  |  | From DD/MM/YY | To  DD/MM/YY |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **REFERENCES (PLEASE PROVIDE DETAILS OF TWO REFEREES (ONE OF WHICH MUST BE CURRENT EMPLOYER)** | |
| NAME:  ADDRESS:  POSITION:  TEL:  EMAIL: | NAME:  ADDRESS:  POSITION:  TEL:  EMAIL: |
| **Referees will not be contacted before interview or offer of appointment.** | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | **RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE** | |
|  |  | | Study the person specification and provide specific examples of your work, or other activities, which demonstrate your ability to meet the key requirements to undertake the duties of the post. You may also include any other information that you feel is relevant to your application e.g. personal qualities, achievements at work, non-work related or voluntary work experience. Continue on a separate sheet if necessary. | |
|  |  | |  | |
|  | |  | | **ENTITLEMENT TO WORK IN UK** |
|  | |  | | If you are successful in obtaining employment with FARE you will be required to provide evidence of your entitlement to work in the United Kingdom. |

|  |  |  |
| --- | --- | --- |
|  |  | DISABILITY |
|  |  | FARE welcomes applications from applicants who assess themselves as having a disability.  Do you consider yourself to have a disability? YES NO  If **yes**, what, if any, type of aids, adaptations, equipment or special arrangements, would you require, to attend an interview (e.g. Interpreter for the Deaf)? |

|  |  |  |
| --- | --- | --- |
|  |  | **REHABILITATION OF OFFENDERS ACT 1974 (EXCLUSIONS AND EXCEPTIONS) (SCOTLAND) ORDER 2003** |
|  |  | The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 applies. Applicants will be required to submit a Disclosure Application (Police Check), the results of which might impact on your suitability to work in a particular job. |

|  |  |  |
| --- | --- | --- |
|  |  | **PROTECTION OF CHILDREN (SCOTLAND) ACT 2003** |
|  |  | The Protection of Children (Scotland) Act 2003 provides for Scottish Ministers to keep the Disqualified from Working with Children List (DWCL). It is an offence for FARE to appoint and for people to apply for any post where contact with children is likely, if they appear on the List. An Enhanced Disclosure Scotland check will be carried out for all childcare posts. |

|  |  |  |
| --- | --- | --- |
|  |  | **ABSENCE MANAGEMENT** |
|  |  | FARE recognises its responsibility for the health, safety and welfare of its employees; however, it is also essential that FARE identify health problems at an early stage to allow it to respond effectively to actual and potential problems with service delivery. Therefore, all employees are expected to maintain an acceptable level of attendance. |

|  |  |  |
| --- | --- | --- |
|  |  | **DECLARATION (Read carefully)** |
|  |  | **I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge.**  Signature ...........................................................……….............……………….    Date...…………....................................……………………………………………. |

**1-Business**

**Glasgow City Council**