**APPLICATION FOR EMPLOYMENT**

**Craiglockhart After School Club**

|  |  |  |  |
| --- | --- | --- | --- |
| Post Title |  | Closing Date |  |

**1. Personal Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | First Name Initials |  |

|  |  |
| --- | --- |
| Home Address Including postcode |  |

|  |
| --- |
| Contact Details (If different from above) |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone/Email details. Please tick the preferred option. | | | |
| Home |  | Mobile |  |
| Business |  | Email |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Nationality at Birth |  | Present Nationality |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Dual Nationality | Yes  No | If yes both nationalities |  |

|  |  |  |
| --- | --- | --- |
| Are you subject to immigration control? | Yes | No |

|  |
| --- |
| Where did you learn about this job? If you learned about the job through a newspaper, website, professional publication or job centre please provide details below. |
|  |

**2. Educational, technical and professional qualifications**

|  |  |  |
| --- | --- | --- |
| Subject studied (e.g. Business administration). | The type of qualification (e.g. GCSE, Standard Grade, Higher, Degree) | Grade/Mark |
|  |  |  |

**Membership of professional bodies.**

|  |  |  |
| --- | --- | --- |
| Name of the professional body | Level of membership | Renewal date |
|  |  |  |

**3. Employment History**

Please give details of your current and previous employment. Start with your current or most recent employer. If you have held more than one position with the same employer, please detail each position separately. Please provide the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| Employers name, full address and nature of business | Job Title and duration of employment | Brief Description of role | Reason for leaving |
|  |  |  |  |

(*please continue on separate sheet if required*)

**4. Job Description**

**The attached Job Description lists those competencies/functions which are considered essential for the post you are applying for. Please use Annex A attached to this application to explain how you meet these competencies/functions. Use examples to tell us what you did and the part you played in the activities that you describe.**

**When giving examples you should:**

* **Briefly describe the situation.**
* **Outline the action you took.**
* **Describe the outcomes achieved and the impact.**

**5. References**

Please give details of two references - one of which must be your present employer or if not currently employed your most recent employer.

**\*** **Please indicate if this is an employer, character or academic reference.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1st Reference Name |  | 2nd Reference Name |  |
| Employer  Character  Academic |  | Employer  Character  Academic |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Business/Occupation |  | Business/Occupation |  |

**We will request references only if you are the successful candidate**

**Data Protection Statement**

|  |
| --- |
| The information that you provide on this form and that obtained from other relevant sources and enclosures will be used to process your application for employment. The personal information that you give us will be used in a confidential manner to help us monitor our recruitment process.  If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form we will be assuming that you agree to the processing of sensitive personal data in accordance with our registration with the Data Protection Commissioner. |

**Declaration**

By signing this section:

I declare that the information contained in this form and all sections is true and complete.

I understand that if I am successful in this application, but any statement is subsequently discovered to be false or misleading, Craiglockhart After School Club may withdraw any offer of employment or dismiss me from the employment of the organisation.

I understand that all initial offers of employment are conditional e.g. subject to references, medical evidence, nationality and the eligibility to work in the United Kingdom, all of which must be satisfactory to Craiglockhart After School Club. I understand that if my application is successful, appointment to the post will be subject to a satisfactory Disclosure Scotland/PVG check.

I have read and understood the Data Protection Statement and agree to the use of my personal data for the purposes described.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

**Guidance Notes**

|  |
| --- |
| Decisions regarding which candidates are selected for interview are based on the information you provide in your application form. We are unable to guess or make assumptions on the skills and experience you may have.  **Please think carefully before completing your form.**  Consider the advert, job description and any other information carefully.  Think about your skills and experience in relation to the advert, job description and selection criteria.  **How can you show that you have the skills, knowledge and experience necessary?**  Your application form will need to show the appropriate skills, knowledge and experience you have gained. Remember that information based on unpaid work at home or in the community can be just as valuable as information based on paid work. |

**When completed, please return this form by email to: craiglockhartasc@yahoo.co.uk**

**for the attention of the Manager.**

**Please ensure that this form arrives before the closing date.**

**Thank you for taking the time to apply to Craiglockhart After School Club.**

**ANNEX A**

**Please look carefully at the job description and explain clearly (in no more than 500 words overall) how your knowledge and experience matches the needs of the post. Try to use examples to illustrate what you are saying.**

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