**Application for Employment - Transform Forth Valley**

Strictly Private & Confidential

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| 1. **POST DETAILS** | |
| **POST APPLIED FOR** |  |
| **VACANCY REFERENCE** (if applicable) |  |
| **FULL TIME / PART TIME / JOB SHARE** |  |
| **WHERE DID YOU SEE THIS POST ADVERTISED?** |  |

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| 1. **PERSONAL DETAILS** | |
| **FORENAME (S)** |  |
| **SURNAME** |  |
| **KNOWN AS** (if applicable) |  |
| **ADDRESS AND POSTCODE** |  |
| **CONTACT NUMBER (S)** |  |
| **E-MAIL ADDRESS** |  |

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| **DO YOU HOLD A CURRENT FULL DRIVING LICENCE?** |  |
| **DO YOU HAVE ACCESS TO A CAR?** |  |
| **PLEASE PROVIDE DETAILS OF ANY DRIVING DISQUALIFICATIONS AND / OR ENDORSEMENTS** |  |

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| **HAVE YOU BEEN PREVIOUSLY EMPLOYED BY TRANSFORM FORTH VALLEY?** |  |
| **ARE YOU RELATED TO ANY MEMBER OF THE TRANSFORM FORTH VALLEY BOARD OF DIRECTORS OR STAFF GROUP?** |  |
| **ARE YOU RELATED TO AND / OR AN ACQUAINTANCE OF ANY TRANSFORM FORTH VALLEY SERVICE USERS?** |  |
| If you answer **yes** to **any of the above**, please add details below: | |
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| **ARE YOU A MEMBER OF THE DISCLOSURE SCOTLAND OR PROTECTION OF VULNERABLE GROUPS (PVG) SCHEME?**  If **yes**,please provide PVG Membership Number and Scheme Membership details i.e. 1000 2000 3000 4000 & regulated work with protected adults, children, or both |  |

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| **ARE YOU LEGALLY PERMITTED TO TAKE EMPLOYMENT WITHIN THE UK?**  (All applicants will be asked to produce the appropriate documentation at interview) |  |

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| **DO YOU HAVE ANY SPECIAL REQUIREMENTS FOR INTERVIEW?**  If **yes**,please provide details |  |
| **ARE THERE ANY DATES YOU ARE UNAVAILABLE FOR INTERVIEW?**  If **yes**,please provide details |  |

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| **PLEASE GIVE DETAILS OF ANY ABSENCES FROM WORK IN THE PAST 2 YEARS** |  |

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| 1. **EMPLOYMENT** | | | |
| **MOST RECENT EMPLOYER** | | | |
| **EMPLOYER NAME AND ADDRESS** | **POSITION HELD AND MAIN RESPONSIBILITIES** | **DATES EMPLOYED AND REASON FOR LEAVING** | **SALARY** |
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| **Please provide notice period required** (if applicable) | | |  |
| **OTHER EMPLOYMENT**  Previous posts with most recent shown first, please continue on a separate sheet if necessary). Please provide details of all types of employment including the reasons for any gaps in employment and highlighting any voluntary type work. | | | |
| **EMPLOYER NAME AND ADDRESS** | **POSITION HELD AND MAIN RESPONSIBILITIES** | **DATES EMPLOYED AND REASON FOR LEAVING** | **SALARY** |
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| 1. **QUALIFICATIONS AND TRAINING**   (Please provide details of secondary, tertiary, and vocational education qualifications achieved) | | | |
| **EDUCATION** | | | |
| **Educational Institute** | **Qualification** | **Grade** | **Date Obtained** |
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| **PROFESSIONAL, OTHER RELEVANT QUALIFICATIONS OR TRAINING INCLUDING MEMBERSHIPS OF PROFESSIONAL INSTITUTES OR SOCIETIES** | | | |
| **Organisation, Institute or Society** | **Qualification / Training / Membership** | **Grade / Membership Details** | **Date Obtained** |
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| 1. **STATEMENT IN SUPPORT OF APPLICATION**   (Continue on additional pages if necessary) |
| **Please consider the person specification and job description carefully and then tell us how you meet the requirements for the post from the skills, abilities, experience and knowledge you have gained. You may wish to draw on paid employment, voluntary work, or life events.** |
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| 1. **REFERENCES**   (One must be your current or most recent line manager, where possible, the other reference should also have known you in a managerial capacity). | |
| **REFEREE 1** | |
| **FULL NAME** |  |
| **DESIGNATION / TITLE** |  |
| **JOB TITLE / OCCUPATION** |  |
| **RELATIONSHIP TO APPLICANT** |  |
| **CONTACT ADDRESS AND POSTCODE** |  |
| **CONTACT NUMBER (S)** |  |
| **EMAIL ADDRESS** |  |
| **Can we contact this Referee now?** |  |

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| **REFEREE 2** | |
| **FULL NAME** |  |
| **DESIGNATION / TITLE** |  |
| **JOB TITLE / OCCUPATION** |  |
| **RELATIONSHIP TO APPLICANT** |  |
| **CONTACT ADDRESS AND POSTCODE** |  |
| **CONTACT NUMBER (S)** |  |
| **EMAIL ADDRESS** |  |
| **Can we contact this Referee now?** |  |

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| **DECLARATION**  All applicants must sign this section |

I have completed Parts 1 to 7 of this application form and the details I have supplied are, to the best of my knowledge, true And accurate.

I understand that false information, omissions, or misleading statements may invalidate the application, could lead to the withdrawal of any offer of employment prior to work commencement or could result in summary dismissal if employment has commenced.

I understand that if appointed to this post the information on this form will be kept as part of my personal file record.

I authorise you to obtain references to support this application if I am identified as a preferred candidate.

I understand that details of educational qualifications, membership of professional bodies and referee reports may be verified through the establishments and individuals I have indicated.

I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Act 2018.

**Signature: Date:**