

**42-44 Castle Street**

**Dundee**

**DD1 AQ**

Candidate No.

**Application Form**

|  |
| --- |
| **Position:** |

|  |
| --- |
| **Personal details** |
| First name:  Surname:  Address:  Telephone:  Day Evening  Email: |

|  |
| --- |
| **Present/Most recent employment** |
| Name of Employer  Address  Post held  From (month/year)………………. to …………………………  Please outline your main duties  Period of notice: |

|  |  |  |
| --- | --- | --- |
| **Past Employment** | | |
| Please provide details of your previous work experience. This may include any relevant unpaid or voluntary work that you may have undertaken. Continue on a separate sheet if necessary. | | |
| Name and address  of employer | Date:  From - To | Post held and brief outline of duties |
|  |  |  |

|  |
| --- |
| Qualifications (Academic and professional) |
|  |

|  |
| --- |
| Details of relevant training |
|  |

|  |
| --- |
| Driving qualification |
| **Do you hold a current, valid full driving licence? Yes** / **No** (Delete as appropriate)  **Do you have access to a car? Yes /** **No (**Delete as appropriate**)** |

|  |
| --- |
| **Your interest in this post:** Please give a brief outline as to why you are interested in working with us. |
|  |

|  |
| --- |
| **Skills and knowledge** |
| After reading the person specification carefully, use the space below to demonstrate that you have the skills and knowledge asked for. Please include any skills or knowledge gained through voluntary work, unpaid work, community activities or through domestic and family experience.  This is a very important part of your application. If you fail to address each of the criteria the selection panel will find it difficult to assess your application and may be unable to invite you to interview. The selection panel will not make assumptions as to the skills and experience you have gained, for instance through a job title.  Continue on a separate sheet if necessary |
|  |
| **Additional information:** Please use this space to provide any additional information you think would be relevant to your application. |
|  |

|  |
| --- |
| **Convictions/Disqualifications** |
| Please give details of: (a) any convictions (including driving offences) and/or  (b) disqualifications from driving or performances of professional duties. |
|  |
| *NOTE: this does not apply to convictions that are “spent” in accordance with the Rehabilitation of Offenders Act 1974. Under this Act, a conviction shall become “spent” (ie. treated as if it had never occurred) where the individual has not, after a specified period of time, committed another serious offence. Rehabilitation periods vary depending on the type and length of conviction originally occurred. If you have any queries or concerns, please contact SLCo.* |

|  |
| --- |
| References |
| Please give the details of two people who are able and willing to comment on your suitability for this post. One should be your present or most recent employer. |
| A) Name  Address  Tel. No:  Relationship to you, e.g. Manager  Do you wish to be consulted before this referee is approached? Yes/No |
| B) Name  Address  Tel No:  Relationship to you, e.g. Manager  Do you wish to be consulted before this referee is approached? Yes/No |

|  |
| --- |
| Declaration |
| I declare that the information I have given in this application is correct and complete.  Please note by that submitting this application, you agree that any false or misleading information given may lead to termination of employment.  Signature ………………………………………………… Date ……………………. |

****

**Equal Opportunities Monitoring Form**

**SLCo** is an Equal Opportunities Employer. When people apply for jobs with us we ask them to fill in this form because it will help us to monitor how our Equal Opportunities Policy is working.

The questionnaire is purely voluntary. Any information you choose to provide will be kept in the strictest confidence and will not be seen by anyone involved in the selection procedure. The information will be used only for analysis.

|  |  |
| --- | --- |
| **Position applied for** |  |

**Gender** (Please tick**) Male**  **Female**

**Age (**Please tick**) Under 30**  **31-40**  **41-50**  **51-60**  **60 +**

|  |  |
| --- | --- |
| **Nationality** |  |

**Ethnic Origin** (Please tick)

1. **White/European**

1. **Other (Please specify)**

**Do you have a disability?** (Please tick) YES / NO

**Do you require any adjustments for you to attend an interview?**

|  |
| --- |
|  |
|  |

**Where did you see this job advertised?**

|  |
| --- |
|  |
|  |

Thank you for completing this form.

Please note that the information contained within this document and the accompanying application may be stored and/or processed for monitoring purposes and that your consent is deemed as given by the return of this form.

Please email this form along with your application to: admin@s-l-co.uk