

**APPLICATION FOR EMPLOYMENT WITH**

**CUPAR DEVELOPMENT TRUST**

**Confidential Record**

**Personal details**

|  |  |
| --- | --- |
| Title |  |
| \* Surname/Family name |  |
| \* First name |  |
| Middle name |  |
| UK national insurance number |  |
| Address |  |
| \* Postcode |  |
| \* Country |  |
| Home telephone number |  |
| Mobile telephone number  (only if UK registered) |  |
| Preferred telephone number | 🞎 Home 🞎 Mobile |
| Your email address |  |
| \* Are you currently eligible to work in the UK? | |
| 🞎 Yes 🞎 No  Proof of your eligibility to work in the UK will be asked prior to the interview if you are shortlisted. | |

**Own Car**

Please provide details confirming you hold a current UK Driving Licence and own your own car.

Please also note any endorsements currently on your licence and their expiry date.

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| --- |
| Do you hold a UK Driving Licence 🞎 Yes 🞎 No  Do you own your own car 🞎 Yes 🞎 No  Do you have any endorsements on your licence 🞎 Yes 🞎 No  If Yes, please give expiry date: (DD/MM/YYY) |

**APPLICATION FOR EMPLOYMENT**

Details entered in this part of the form will be held by the recruiting employer and will be made available to the short-listing panel.

**Education & Professional Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| All relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. | | | |
| Subject/Qualification | Place of study | Grade/result | Year obtained |
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**Relevant Training Courses Attended**

|  |  |  |  |
| --- | --- | --- | --- |
| Please provide details regarding training courses that you have attended or currently undertaking, together with the date completed or to be completed by. | | | |
| Course title | Training provider | Duration | Year completed |
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**Membership of Professional Bodies**

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

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**Employment History**

Please record below the details of your full employment history beginning with your current or most recent first. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

**Current/most recent employer (reference always required)**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name |  | | |
| Address |  | | |
| Type of business |  | Telephone number |  |
| Your job title |  | | |
| Start date *(MM/YYYY)* |  | End date *(MM/YYYY)* |  |
| Grade |  | Salary |  |
| Reporting to (job title) |  | Period of notice |  |
| Reason for leaving (if applicable) | | | |
|  | | | |

|  |
| --- |
| Brief description of your duties and responsibilities |
|  |

**Previous Employer 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name |  | | |
| Address |  | | |
| Type of business |  | Telephone |  |
| Your job title |  | | |
| Start date *(MM/YYYY)* |  | End date *(MM/YYYY)* |  |
| Grade |  | Salary |  |
| Reporting to (job title) |  | Period of notice |  |
| Reason for leaving (if applicable) | | | |
|  | | | |

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| --- |
| Brief description of your duties and responsibilities |
|  |

**Previous Employer 2**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name |  | | |
| Address |  | | |
| Type of business |  | Telephone |  |
| Your job title |  | | |
| Start date *(MM/YYYY)* |  | End date *(MM/YYYY)* |  |
| Grade |  | Salary |  |
| Reporting to (job title) |  | Period of notice |  |
| Reason for leaving (if applicable) | | | |
|  | | | |

|  |
| --- |
| Brief description of your duties and responsibilities |
|  |

**Previous Employer 3**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer name |  | | |
| Address |  | | |
| Type of business |  | Telephone |  |
| Your job title |  | | |
| Start date *(MM/YYYY)* |  | End date *(MM/YYYY)* |  |
| Grade |  | Salary |  |
| Reporting to (job title) |  | Period of notice |  |
| Reason for leaving (if applicable) | | | |
|  | | | |

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| --- |
| Brief description of your duties and responsibilities |
|  |

**Employment Gaps**

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| If you have any gaps within your employment history, please state the reasons for the gaps below. Please also enter details if you have been volunteering during this time. |
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**References**

* Please provide the names and full contact details of two referees. If you are currently in employment, at least one must represent your present employer.
* References must cover a 3-year period of employment, training or education. Your referees will need to confirm this. They may need to comment on your skills, personal qualities, and suitability for the post.
* Your referee could be an HR department, line manager or someone in a position of responsibility.
* You must provide an email address for each referee. This may require you to contact your referee to confirm this prior to submitting your application, as this is a mandatory field.
* If you are a student or trainee this should include a teacher/tutor at your school/college or university.
* If you have not been in employment or education for the last 3 years, you may need to supply a character reference or a personal statement. A character reference must not be from a relative or someone who has a financial arrangement with you.
* Emails for employers must be a valid work email address and not the referee’s personal email address unless the email being provided is covering a gap in work history or the employer no longer exists, and the referee being used is a personal/character referee.
* All reference requests will be verified by the recruiting employer.

**Referee 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| \* Type of reference | 🞎 Current employer 🞎 Previous employer  🞎 School/College/University/Higher Education  🞎 Personal/Character | | | |
| Title |  | | | |
| \* Surname/Family name |  | \* First name |  | |
| \* Relationship |  | | | |
| Employer name |  | | | |
| Referee job title (A*t the time of your employment*) |  | | | |
| \* Address |  | | | |
| \* Postcode/Zip code |  | | | |
| Telephone |  | \* Country | |  |
| \* Referee email address |  | Fax | |  |
| Period this reference covers | From: (MM/YYYY) To: (MM/YYYY) | | | |
| \* Can the referee be contacted prior to interview? | 🞎 Yes 🞎 No | | | |

**Referee 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Type of reference | 🞎 Current employer 🞎 Previous employer  🞎 School/College/University/Higher Education  🞎 Personal/Character | | | |
| Title |  | | | |
| \* Surname/Family name |  | \* First name | |  |
| \* Relationship |  | | | |
| Employer name |  | | | |
| Referee job title (*At the time of your employment*) |  | | | |
| \* Address |  | | | |
| \* Post Code/Zip code |  | | | |
| Telephone |  | \*Country |  | |
| \* Referee email address |  | Fax |  | |
| Period this reference covers | From: (MM/YYYY) To: (MM/YYYY) | | | |
| \* Can the referee be contacted prior to interview? | 🞎 Yes 🞎 No | | | |

**Supporting Information**

In this section you need to demonstrate that you have read the published job description and how you meet the essential and (where relevant) desirable criteria for this particular position. This can include relevant skills, knowledge, experience, voluntary activities, training etc.

Please indicate your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer- what is unique to you – what sets you apart from your peers).

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

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| \* Supporting information (Please continue on additional sheets if necessary). |
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**Data Protection Act 2018**

Under the terms of the Data Protection Act 2018 incorporating GDPR, I agree that the information given in this application form and equal opportunities monitoring form may be processed to provide management information for recruitment and equal opportunities monitoring purposes. This information will be retained both manually and electronically and will not be retained longer than it is required (unsuccessful applications will be destroyed 6 months after the interview date).

No information will be passed onto a third party, and applicants will have the right of access to any information held about them.

**Declaration**

The information in this form is true and complete. I agree that any deliberate omission, falsification or misrepresentation in the application form will be grounds for rejecting this application or subsequent dismissal if employed by the organisation. My signature below indicates that I agree with this statement.

|  |  |  |  |
| --- | --- | --- | --- |
| I agree to the above declaration | | | |
| Signature |  | | |
| Name |  | Date |  |

**PLEASE LEAVE THIS PAGE BLANK FOR ADMINISTRATION PURPOSES.**

**MONITORING INFORMATION - PERSONAL AND CONFIDENTIAL**

This section of the application form will be detached from your application and will not be used as part of the selection process, nor will it be seen by anybody who is interviewing you.

CDT recognises the benefits of a diverse workforce which reflects the wider population and welcome applications from all sections of the community. Also, under the Equality Act (2010), all organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We need to ask applicants some questions to make sure that no one is being unfairly discriminated against or disadvantaged.

The information collected is only used for anonymised monitoring purposes to help the organisation look at the profile of individuals who apply, are shortlisted for, and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act (2010).

As well as for monitoring, your date of birth will be used for administration purposes including pre-employment checks and creation of your personal record if you are appointed.

**Equality Act 2010**

The Equality Act 2010 protects people against discrimination on the grounds of:

* their age and sex
* their marriage or civil partnership status
* their pregnancy or maternity status
* their disability – physical or mental impairment
* their race which includes colour, nationality, ethnic or national origin
* their religion or belief, including a lack of any belief
* their sexual orientation, be it bisexual, gay, heterosexual and lesbian
* their gender reassignment status

|  |  |
| --- | --- |
| How did you hear about this job position? | |
| 🞎 Looking actively for jobs –Jobcentre Plus, websites e.g., Indeed, Totaljobs etc  🞎 Social media – LinkedIn, Facebook etc  🞎 Friend, colleague, word of mouth  🞎 Article, press release, newspapers  🞎 Other – please specify | |
| \* Please state your date of birth |  |
| \* Please indicate your gender | 🞎 Male  🞎 Female  🞎 Prefer to self-describe  🞎 I do not wish to disclose this |

|  |  |
| --- | --- |
| \* Please indicate the option which best describes your marital status | |
| 🞎 Married  🞎 Single  🞎 Civil partnership  🞎 Legally separated | 🞎 Divorced  🞎 Widowed  🞎 Other - please specify  🞎 I do not wish to disclose this |

|  |  |
| --- | --- |
| \* Which of the following options best describes how you think of yourself? | |
| 🞎 Heterosexual  🞎 Homosexual  🞎 Bisexual | 🞎 Prefer to self-describe  🞎 I do not wish to disclose this |

|  |
| --- |
| \* Pregnancy or Maternity. Are you pregnant or currently on maternity leave? |
| 🞎 Yes  🞎 No  🞎 Prefer not to say |

|  |  |  |
| --- | --- | --- |
| \* Please indicate your ethnic origin | | |
| **Asian or Asian British**  🞎 Bangladeshi  🞎 Indian  🞎 Pakistani  🞎 Any other Asian background  **Black or Black British**  🞎 African  🞎 Caribbean  🞎 Any other Black background | **Mixed**  🞎 White & Asian  🞎 White & Black African  🞎 White & Black Caribbean  🞎 Any other mixed background  **White**  🞎 British  🞎 Irish  🞎 Any other White background | **Other Ethnic Group**  🞎 Chinese  🞎 Any other ethnic group  🞎 I do not wish to disclose this |

|  |  |  |
| --- | --- | --- |
| \* Please indicate your religion or belief | | |
| 🞎 Atheism  🞎 Buddhism  🞎 Christianity  🞎 Hinduism | 🞎 Islam  🞎 Jainism  🞎 Judaism  🞎 Sikhism | 🞎 Other – please specify  🞎 I do not wish to disclose this |

**Equality Act 2010**

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ adverse effect on your ability to carry out normal day to day activities.

Further information regarding the definition of disability can be found here: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

Reasonable adjustments will be made available should you be invited to interview.

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| --- | --- |
| \* According to the definition of disability do you consider yourself to have a disability? | 🞎 Yes 🞎 No  🞎 I do not wish to disclose this information |

|  |
| --- |
| Please identify the category which applies to you or other type of disability. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'Other'. |
| 🞎 Physical impairment 🞎 Learning disability/difficulty  🞎 Sensory impairment 🞎 Long-term condition  🞎 Mental health condition 🞎 Other – please specify |
| If you have a disability, do you wish to be considered under the Disability Confident Scheme if you meet the minimum criteria as specified in the person specification? |
| 🞎 Yes 🞎 No |

**Relationships**

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| --- |
| If you are related to a director, or have a relationship with a director or employee of an appointing organisation, please state the relationship: |
|  |

**Safeguarding**

This section of the application form will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated strictly confidential.

You should read the Guidance relating to the Rehabilitation of Offenders Act 1974 (<https://www.gov.uk/tell-employer-or-college-about-criminal-record>) to find out what you'll have to tell us. The Act deals with the fair treatment of ex-offenders and helping them into work. We'll refer to it in this part of your application.

|  |
| --- |
| \* Have you got any unspent convictions and/or unspent conditional cautions?  *This is regardless of whether any unspent convictions or unspent cautions have been issued in the UK or, in any other country where it would be considered an equivalent (or similar) offence in England and Wales.*  *It also includes unspent criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales.*  *It does not include parking offences. In such cases, you can select no.*  *Answering yes to this question does not mean that you will not be considered for this position. Employers will only consider information that is relevant to the position you have applied for and where there may be associated risks against the duties you may be required to carry out as part of this role.*  *You should read the Guidance relating to the Rehabilitation of Offenders Act 1974 (*<https://www.gov.uk/tell-employer-or-college-about-criminal-record>)*) before answering this question.* |
| 🞎 Yes 🞎 No |
| \* If you have answered yes, you now have two options on how to disclose this information. |
| 🞎 I want to disclose the information now  🞎 I want to disclose the information separately |

|  |
| --- |
| \* If you have chosen ‘I want to disclose the information now’ please provide details of the unspent conviction, unspent conditional caution or Summary Hearing including the date and sentence administered in the space below. |
|  |
| You can disclose your record separately together with any statement detailing your unspent conviction, unspent conditional caution or Summary Hearing.  A member of the recruitment team will contact you and advise what steps you need to take to submit your details separately. |