**CONFIDENTIAL**

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| **Application Form** | **Section A** |

**EMPLOYMENT REQUIRED**

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| **Where did you hear about this vacancy?** |
|  |
| **When would you be available to start?** |
|  |
| **Have you previously worked for us? (please give details)** |
|  |

**PERSONAL DETAILS (block letters please)**

|  |  |
| --- | --- |
| **SURNAME** |  |
| **FIRST NAME(S)** |  |
| **CONTACT ADDRESS** |  |
| **Home phone number** |  |
| **Mobile phone number** |  |
| **E-mail address** |  |

|  |  |
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| **Are you legally eligible for employment in the UK?** | |
| Yes | No |
| **Do you have proof of eligibility to work in the UK** | |
| Yes | No |

**NOTE:** To comply with the Immigration, Asylum and Nationality Act 2006, if you are invited attend an interview, you must bring with you proof of your entitlement to work in the UK, ie UK passport, national passport/ID card for an EEA country or Switzerland (see enclosed for further information). No offer of employment will be made unless such evidence is seen.

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| **REFERENCES** | **Section B** |

Please provide names, addresses and occupations of two referees (not relatives), one must be your current or most recent employer and other previous employers whom we may approach with regard to your application. References will be requested after shortlisting and made available only to the chair of the panel before interview.

This section is obligatory. If your application is successful, any job offer will be conditional upon receipt of satisfactory references. Applicants who do not provide two referees will not be considered for the post.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Occupation** |  | **Occupation** |  |
| **Address** |  | **Address** |  |
| **Please indicate the nature of your relationship with the referee:** | | **Please indicate the nature of your relationship with the referee:** | |
|  | |  | |
| **Telephone** |  | **Telephone** |  |
| **E-mail** |  | **E-mail** |  |

Please confirm that if shortlisted you agree to references being sought prior to interview by signing below:

|  |  |
| --- | --- |
| **Signature** |  |

If for any reason this is not possible please give a brief explanation below.

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It is company policy not to appoint people to posts requiring “Disclosure” until the relevant disclosure certificate has been received.

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| **EMPLOYMENT** | **Section C** |

List below your present and all past employment, beginning with your most recent.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name & Address of Current/Most Recent Employer** | **From: (month & year)** | **To:**  **(month & year)** | | **Starting Salary** | | | **Leaving Salary** | **Name of Manager** |
|  |  | |  | | £ | £ | |  |
| Per | Per | |
| **Job Title:** | | | | | | | |
| **Type of Business** | **Describe the work you do:** | | | | | | | |
|  |  | | | | | | | |
| **Telephone Number** | **Reason for Leaving:** | | | | | | | |
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| **Name & Address of Employer** | **From: (month & year)** | **To:**  **(month & year)** | | **Starting Salary** | | | **Leaving Salary** | **Name of Manager** |
|  |  | |  | | £ | £ | |  |
| Per | Per | |
| **Job Title:** | | | | | | | |
| **Type of Business** | **Describe the work you do:** | | | | | | | |
|  |  | | | | | | | |
| **Telephone Number** | **Reason for Leaving:** | | | | | | | |
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| **Name & Address of Employer** | **From: (month & year)** | **To:**  **(month & year)** | | **Starting Salary** | | | **Leaving Salary** | **Name of Manager** |
|  |  | |  | | £ | £ | |  |
| Per | Per | |
| **Job Title:** | | | | | | | |
| **Type of Business** | **Describe the work you do:** | | | | | | | |
|  |  | | | | | | | |
| **Telephone Number** | **Reason for Leaving:** | | | | | | | |
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| **Name & Address of Employer** | **From: (month & year)** | **To:**  **(month & year)** | | **Starting Salary** | | | **Leaving Salary** | **Name of Manager** |
|  |  | |  | | £ | £ | |  |
| Per | Per | |
| **Job Title:** | | | | | | | |
| **Type of Business** | **Describe the work you do:** | | | | | | | |
|  |  | | | | | | | |
| **Telephone Number** | **Reason for Leaving:** | | | | | | | |
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| **EXPERIENCE** | **Section C** |

Using the job description and person specification for guidance, please outline experience/training gained from previous positions that show you have the abilities and requirements needed for the position you are applying for:

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|  | **Section D** |

Please describe any other work you have been involved in, eg voluntary, freelance, project work, etc.

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| **Dates/Duration** | **Description** |
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**EDUCATIONAL QUALIFICATIONS TRAINING**

Beginning with the most recent, give details of your education, qualifications and training to date. Include under “Details” the places you attended.

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| --- | --- | --- |
| **Details** | **Dates From/To** | **Qualifications Gained** |
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**INTERESTS**

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| I declare that to the best of my knowledge and belief the information in this form is correct and I consent to it being held under the terms of the Data Protection Act 1998 on a computer and in a manual filing system for the purposes of this recruitment campaign only and for a period no longer than three months from the end of the recruitment process to which this application refers. | |
| Signature: | Date: |

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|  | **Section E** |
| **Eric Liddell Centre**  **15 Morningside Road**  **Edinburgh**  **EH10 4DP**  (If you are applying initially by email, please leave the two forms in this section blank on the email copy but remember to complete, sign and place them in a sealed envelope to accompany your hard copy application.) | |

**Disclosure of Offences Declaration Form**

(Rehabilitation of Offenders Act 1974 {Exceptions} Order 1975)

It is an offence for an individual to do, or to seek or agree to do, any regulated work for which the individual is barred.

**Have you ever been convicted of a criminal offence, barred from doing any regulated work or are you at present the subject of criminal charges?**

**(Applicants are not legally obliged to declare any spent conviction information on this form)**

**NO**

**YES**

If yes to the above please provide details:-

**Signature:-………………………………………………………… Date:**-.………………………..

Criminal declaration forms belonging to candidates who have not been shortlisted for interview will remain sealed and will be shredded. Short-listed candidates’ forms will be opened and checked for relevant convictions. If it is deemed that a conviction is relevant to the post, the candidate may be withdrawn from the list of interviewees.

**Equal Opportunities Monitoring Form**

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| **Post Applied For** | **Vacancy Reference** | **Applicant Number** |
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| **1** | **Gender** | | | | |
|  | Female | Male | | Other | |
| **2** | **Ethnic Origin** | | | | |
|  | **Asian or Asian British** | | | | |
| Indian | Bangladeshi | | Pakistani | |
| Chinese | Other | | Please specify: | |
| **Black or Black British** | | | | |
| African | Caribbean |  | | |
| Other | Please specify: |  | | |
| **White** |  | | | |
| British | Irish | Scottish | | |
| Welsh | Other | Please specify: | | |
| **Mixed** |  | | | |
| **Other Ethnic Background** |  | | | |
| **3** | **I consider myself disabled** | | | | |
|  | Yes | No | | | Prefer not to say |
| **4** | **LGBT** |  | | |  |
|  | Lesbian (L) | Gay (G) | | | Bisexual (B) |
| Transexual (T) | Heterosexual | | | Prefer not to say |
| **5** | **My Date of Birth** |  | | | |
|  | Day: | Month: | | | Year: |
| **6** | **I am currently employed by the Eric Liddell Centre** | | | | |
|  | Yes | No | | |  |

Thank you for providing this information.

Please return the original of these forms with your application form