****

**EMPLOYMENT APPLICATION FORM**

**The following information will be treated in the strictest confidence.**

**If filling in this form by hand, please use BLACK INK and BLOCK CAPITALS as we may need to make photocopies.**

|  |  |  |  |
| --- | --- | --- | --- |
| TO BE COMPLETED BY OFFICE STAFF | | | |
| **POSITION REF:** |  | **APPLICANT REF:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **TO BE COMPLETED BY APPLICANT** | | | |
| **POSITION APPLIED FOR:** |  | **DATE OF APPLICATION:** |  |
| **WHERE DID YOU HEAR ABOUT THIS POSITION?** (Please confirm source)    Word of mouth: ................................... Advert: ................................... Other: ....................................... | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONAL INFORMATION** | | | | | |
| **Preferred Title** |  | | | | |
| **Surname** |  | | | | |
| **Forename(s)** |  | | | | |
| **Date of Birth** |  | | | | |
| **Address** |  | | | | |
| **Nationality** |  | | | | |
| **NI Number** |  | | | | |
| **Do you require a permit to work in the UK?** | | **Yes / No (please circle or delete)** | | | |
| **This post requires a driving licence – please confirm you hold a current driver’s licence?** | | **Yes / No (please circle or delete)** | | | |
| **I am available for a face to face interview (Yes/No):** | | **W/C 29th August:** |  | **W/C 5th September:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **CONTACT INFORMATION** | | | |
| **Home Telephone** |  | **Work Telephone** |  |
| **E-Mail Address** |  | **Mobile Number** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EMPLOYMENT INFORMATION (This includes paid and voluntary work)** | | | | |
| **Current/most recent employment** | | | | |
| **Name, Address and Business of Employer** | **Dates From** | **To** | **Job title and nature of work** | **Reason for leaving** |
|  |  |  |  |  |
| **Basic annual salary (optional)**  **Please give details of any allowances / bonuses** |  | | | |
| **What Is your notice period?** |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Previous employment. Please list in order, starting with the most recent.** | | | | |
| **Name, Address and**  **Business of Employer** | **Dates From** | **To** | **Job title and nature of work** | **Reason for leaving** |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION** | | | |
| **Dates** | **Name and Address of College, University or Other Institution** | **Qualification** | **Grade** |
|  |  |  |  |

|  |
| --- |
| **RELEVANT PROFESSIONAL QUALIFICATIONS AND TRAINING**  Please give full details of your membership of any professional body, including the name of the awarding institute, class of your membership (Associate, Fellow etc.) and/or training you have completed. |
|  |

|  |
| --- |
| **REASONS FOR APPLYING AND HOW YOU MEET THE REQUIREMENTS OF THE ROLE** (please refer to the job description & person specification in evidencing your suitability for the role) |
|  |

|  |  |
| --- | --- |
| **DISABILITY** | |
| **Are you registered as disabled as defined by the Equality Act 2010?** | **Yes / No (please circle or delete)** |

|  |  |
| --- | --- |
| **REHABILITATION OF OFFENDERS ACT 1974** | |
| **This role is subject to the Rehabilitation of Offenders Act 1974. A criminal record will not necessarily exclude you from being considered for this role, however, under the Act we must have details of any cautions, bind-overs, pending prosecutions and spent or unspent convictions.** | |
| **Do you have any criminal convictions?** | **Yes / No (please circle or delete)**  **If yes, please provide details:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **REFERENCES** | | | |
| **Please give details of two referees, whom we can approach, should you be short listed.** | | | |
| **Referee 1**  **Name and Title** |  | **Referee 2**  **Name and Title** |  |
| **Contact Details** |  | **Contact Details** |  |
| **In what context does the referee know you?** |  | **In what context does the referee know you?** |  |
| **May we take up references before interview?** | **Yes / No (please circle or delete)** | **May we take up references before interview?** | **Yes / No (please circle or delete)** |

|  |
| --- |
| **DECLARATION** |
| **Are you related to any employee or board member of Moray Carshare?**  **Yes / No (please circle or delete)**  **If yes, please provide details:** |
| **Are you or have you been a member of Moray Carshare’s Board of Trustees?**  **Yes / No (please circle or delete)**  **If yes, please provide details:** |

|  |
| --- |
| **I declare that, to the best of my knowledge, the information provided on this form is true and complete. I understand that any wilful mis-statement may render an offer or contract of employment invalid and may lead to the termination of employment.**  **In accordance with the Data Protection Act 2018, the information provided on this form will be used in the recruitment and selection of this position and may be disclosed to relevant parties. It will form the basis of the confidential personnel record.**  **Signed…………………………………………………………………………………. Date…………………………………………………………………….** |

Thank you for your interest in Moray Carshare and for taking the time to apply for this position.

**Please email your completed application form together with your one-page cover letter and equal opportunities form (optional) to:** [**manager@moraycarshare.com**](mailto:manager@moraycarshare.com) **with the subject line ‘Operations Manager Application’.**

We will be in touch to confirm receipt of your application and candidates invited to interview will be informed by close of business on – **Thursday 25th August.**

Moray Carshare is a Scottish Charitable Incorporated Organisation no. SC047744