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info@scottishpolicecu.co.uk

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**Email:** info@scottishpolicecu.co.uk

**Web:** www.scottishpolicecu.co.uk

**Application for Employment**

All sections of this application form should be completed. Applicants should be aware that incomplete applications or those submitted outwith the deadline date will not be progressed.

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| **Section 1 - Vacancy Details** |
| **Post Title** |  Business Development & Marketing Co-Ordinator |
| **Closing Date** |  30 June 2022 |

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| **Section 2 - Personal Details** |
| **Surname** |  |
| **First Name(s)** |  |
| **Known As** |  |
| **Home Address** |  |
| **Postcode** |  |
| **Home Telephone No.** |  |
| **Mobile Telephone No.** |  |
| **Work Tel. No.** (optional) |  |
| **Email Address** |  |

Where possible, applicants will be contacted via email regarding their application and are, therefore, encouraged to check email accounts regularly. However we may contact you in written format to your home address.

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| **Section 3 - Driving Licence**  |
| **Do you hold a current, full UK Driving Licence?** | **Yes** |  | **No** |  |
| **Licence Category** |  |
| **Details of current / pending penalty point endorsements** |  |

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| **Section 4 - Residency and Eligibility to Work in the UK and for the Scottish Police Credit Union** |
| The sole purpose of this section is to establish your eligibility to work in the UK and for the Scottish Police Credit Union. |
| **Do you hold a UK passport?** | **Yes** |  | **No** |  |
| **Do you hold a passport from an EU, EEA country or Switzerland?** | **Yes** |  | **No** |  |
| **Have you lived in the UK continuously for the past 3 years?** | **Yes** |  | **No\*** |  |
| **\*Please provide full details below**  |
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| **Do you have the legal right to work in the UK?** | **Yes** |  | **No** |  |
| **Provide details of your work permit / visa if applicable** |  |

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| **Section 5 - Education** |
| **University / College / School / Other** | **Subject** | **Grade Achieved** |
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| **Section 6 - Training and Development - Relevant to Post Applied for** |
| **Details of Course** | **Date Completed / Date Pending** |
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| **Section 7 - Membership of Professional Bodies** |
| **Professional Body** | **Qualification / Grade of Membership** | **Membership Number** (if applicable) |
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| **Section 8 - Employment Details** |
| **Name of Current / Most Recent Employer** |  |
| **Address / Postcode** |  |
| **Job Title** |  |
| **Notice Required** |  |
| **Dates of Employment** | **From** |  | **To** |  |
| **Reason for Leaving**(if applicable) |  |
| **Provide a brief summary of your main duties and responsibilities in this role** |
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| **All Previous Employment** (most recent first) |
|  |  |  |  | **Reason for** |
| **From** | **To** | **Name / Address / Postcode of Employer** | **Position Held** | **Leaving or Reason for Gap in** |
|  |  |  |  | **Employment** |
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| **Section 9 - Evidence in Support of Application** |
| Please use the space provided to evidence your suitability for the role applied for. The information provided here will be assessed against the competencies required for the role and used when shortlisting applicants for interview. |
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| **Section 10 - References** |
| Referees will **only** be contacted following satisfactory vetting clearance and a formal offer of employment having been made. N.B.PRA Rulebook requires Financial Institutions to seek references from financial institutions a person has worked for previously. If you currently work for or have worked for a financial institution, you must provide their details as a referee. |
| **Referee 1** |
| **Full Name** |  |
| **Job Title** |  |
| **Employer / Company Name** |  |
| **Contact Telephone No.** |  |
| **Email Address** |  |
| **How long have you known this referee?** |  |
| **Known to you in what capacity?** |  |

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| **Referee 2** |
| **Full Name** |  |
| **Job Title** |  |
| **Employer / Company Name** |  |
| **Contact Telephone No.** |  |
| **Email Address** |  |
| **How long have you known this referee?** |  |
| **Known to you in what capacity?** |  |

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| **Section 11 - Declaration** |
| I declare that the information given in this application form is true and complete to the best of my knowledge and belief. I understand that if I have provided any false information or omitted relevant information, this may result in disqualification from the recruitment process or withdrawal of any offer of employment or disciplinary action being taken against me, including dismissal.By emailing or sending this application to the Scottish Police Credit Union, I confirm my acceptance of the above declaration. |
| **Signed\*** |  |
| \*You will be asked to provide an actual signature at interview |
| **Print Name** |  |
| **Date** |  |