APPLICATION FORM

# VACANCY DETAILS

|  |  |
| --- | --- |
| Post Applied For |  |

# PERSONAL DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  | Forename(s) | |  |
| Forename known by |  | Title | |  |
| Home Address |  | | | |
| Postcode |  | | | |
| Home Telephone |  | Mobile | |  |
| Email Address |  | | | |
| Do you hold a current driving licence? | | |  | |
| Do you have full-time access to a motor vehicle? | | |  | |

# GUARANTEED JOB INTERVIEW SCHEME FOR PEOPLE WITH DISABILITIES

If you have a disability and can offer the skills and experience, we consider essential for the job, we will guarantee you an interview.

|  |  |
| --- | --- |
| Do you have a disability |  |

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you with your application or with our recruitment process.

|  |  |
| --- | --- |
| Reasonable adjustments |  |

# RIGHT TO WORK IN THE UK

|  |  |
| --- | --- |
| Do you have a current right to work in the UK? (Delete as appropriate) | Yes / No |

|  |  |
| --- | --- |
| If no, please provide details |  |

# EMPLOYMENT HISTORY

|  |  |
| --- | --- |
| Current or most recent employer |  |
| Employer address |  |
| Post held |  |
| Date appointed |  |
| Brief description of your duties and responsibilities |  |
| Present salary or rate of pay |  |
| Notice Period (if applicable) |  |
| Reason for leaving |  |

## PREVIOUS EMPLOYMENT

Please list all previous employment, starting with most recent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates (from/to) | Job Title | Name of  Employer | Responsible for | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## RELEVANT VOLUNTARY OR UNPAID ACTIVITIES

Please list any previous voluntary or unpaid activities.

|  |  |  |
| --- | --- | --- |
| Experience | Organisation | Dates (from/to) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# EDUCATION AND TRAINING

Please list from secondary school onward:

|  |  |  |
| --- | --- | --- |
| School/College/University/Provider | Qualification | Dates (from/to) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# EXPERIENCE AND ABILITIES

This section is for you to give information in support of your application, please set information out on maximum of two sides of A4

# REFERENCES

Give the names and addresses of two relevant referees. At least one, and ideally both will be employment referees and must include your present or last employer.

|  |  |  |
| --- | --- | --- |
|  | Referee 1 | Referee 2 |
| Name |  |  |
| Post Title (if applicable) |  |  |
| Full Address |  |  |
| Telephone number |  |  |
| Email Address |  |  |
| Capacity in which they are known to you |  |  |

|  |  |
| --- | --- |
| When may we approach your referees for a reference? | Now/When post is offered |

# CRIMINAL CONVICTIONS

If you are invited to participate in the final selection/interview stage, you will be requested to complete and return a form in a sealed envelope, giving details of any criminal convictions you may possess. Castle Enterprise Ltd is committed, however, to making selection decisions based only on criteria which is relevant to any given job vacancy. Therefore, we will give you full details of the nature of the information you must provide including any entitlement you may have under the Rehabilitation of Offenders Act 1974 and subsequent regulations to consider any conviction ‘spent’ i.e. not requiring to be declared. We will only consider the information you supply if we decide that you are the applicant who otherwise best matches the selection criteria.

# DATA PROTECTION STATEMENT

The information collected in this form is necessary and relevant to the performance of the job applied for.

We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Castle Enterprise Scotland Ltd will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.

For more information on how we use the information you have provided, please see our privacy notice for job applicants which can be viewed on our website with the following link <https://castlefurniture.org/recruitment-process-your-data>

# DECLARATION

I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, criminal convictions, probationary period and a medical report (in line with the operation of the Equality Act 2010).

I agree to Castle Enterprise Scotland carrying out pre-employment screening relevant to my application.

|  |  |  |  |
| --- | --- | --- | --- |
| Name/Signature |  | Date |  |