**Application Form**

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| **Position applied for:**  |

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| **1 Personal Details** |

|  |  |
| --- | --- |
| First name:  | Surname: |
| Home Address: | Contact tel number: |
| Email: |

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| **2 Referees** |

|  |  |
| --- | --- |
| **Current or most recent employer**Full name: | **Second referee**Full name: |
| Position:  | Position: |
| Organisation & contact address: | Organisation (if relevant) & contact address: |
| Email and contact no (s): | Email and contact no (s): |

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| **3 Declaration** |
| **Please sign this declaration after you have completed all parts of the form.****I declare that to the best of my knowledge and belief all the information I have provided in this application form is complete and true. I understand that any false or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.****I consent to the above data being held and processed for the sole purpose of recruitment and selection within Inspiring Scotland being retained for a period of 6 months should my application be unsuccessful. I also consent to references being taken from the referees detailed in section 2 above, in the event of me being offered the position applied for at Inspiring Scotland.****All data provided is treated in confidence and processed in accordance with the General Data Protection Regulation (GDPR).** **Signed: Dated:**  |

This page is blank, so the first page can be removed when sifting applications.

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| **4 Qualifications** |
| *Please list any qualifications you hold, starting with the most recent:* |
| From-To |  | Educational Institute(school, college, university) | Qualification (level, subject) |
|  |  |  |  |
| **5 Membership of Professional Organisations & Relevant Training**  |
|  |
| *Please list any:*  |
|  |
| **6 Present Employer** |
| Employersname : |
| Position: |  |  | Date appointed:  |
| Salary: |  |  | Notice required:  |
| Additional benefits: |  |  | Reason for leaving:  |

Please outline your duties and responsibilities:

**7 Employment History**

*Please tell us about your employment history (excluding your present employer as detailed at 6)*

|  |  |  |  |
| --- | --- | --- | --- |
| From/to | Employers name | Post held | Reason forleaving |
|  |  |  |  |
| **8 Voluntary Work** |

*Please tell us about any relevant voluntary work you have done*

|  |  |  |
| --- | --- | --- |
| From/to | Voluntary work | Reason forleaving |
|  |  |  |
|  |   |  |

**9 Supporting Information**

Please tell us about your skills and experience. Please set these out clearly against the essential and desirable criteria in the job description. The limit for this section is 2 pages.

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| **9 Supporting Information (contd)** |

What attracted you to apply for this post?

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Is there anything else you want us to know in support of your application?

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