FIFE INTERNATIONAL FORUM – EMPLOYMENT APPLICATION FORM

Personal information (confidential)

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| **APPLICATION FOR EMPLOYMENT** |
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| **Return this form to: Fife International Forum****Email:** info@fifeinternational.uk |
| **Position applied for:**  |
| **PERSONAL DETAILS** |
| **Title:** |  |
| **Name:** |  |
| **Address:**  |
| **Email:**  |  |
| **Telephone (landline):** |  |
| **Telephone (mobile):** |  |
| **National Insurance No:** |  |
| **Do you hold a current driving licence?** | **Yes** | **No** |
| **Groups:** |  |  |
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| **Expiry date:** |
| **Details of endorsements (if none, please insert “N/A”)****N/A** |
| **Do you have a current right to work in the UK?** | **Yes** |  **No** |
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| **If not, please provide details.** |

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| **EDUCATION** |
| **Please provide your education history here:**  |
| **Schools/Colleges/University and dates:**  | **Qualifications gained** |
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| **EMPLOYMENT HISTORY** |
| **Name and address of employer(s)** | **Job title:** | **Start date and date of departure with reason for leaving.** |
|  |  |  |
| **Key Achievements in this role:**  |
| **Name and address of employer(s)** | **Job title:** | **Start date and date of departure with reason for leaving.** |
|  |  |  |
| **Key Achievements in this role:** |
| **Name and address of employer(s)** | **Job title:** | **Start date and date of departure with the reason for leaving.** |
|  |  |  |
| **Key Achievements in this role:** |
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| **Please note here any other employment that you would continue with if you were to be successful in obtaining this role:** |
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| **STRENGTHS,** **SKILLS AND EXPERIENCE** |
| **Please review the job description, and note here your strengths,** **skills and experience that you believe makes you the best match to deliver the outcomes of this position.** |
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| **FAMILY OR FRIENDS WHO ARE, OR HAVE BEEN EMPLOYEES OR VOLUNTEERS AT FIFE INTERNATIONAL FORUM** |
| **Please note here the names of any friends or family relations you know who are or have previously been employed or have volunteered at Fife International Forum** |
| Name: | Address details: |
| **REFERENCES** |
| **Please note here the names, company name (where applicable) and addresses of two persons from whom we may obtain both work and character references** |
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| **QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS** |
| **Please note here any membership you hold of professional bodies, including grade of membership or other relevant details:** |
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| **PERSONAL DEVELOPMENT** |
| **Please include any courses, membership, voluntary work, or responsibilities you have obtained that you consider relevant, with outcomes where applicable:** |
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| **CRIMINAL RECORD** |
| **The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. Please note any criminal convictions except those 'spent', or otherwise ‘protected,’ under the Rehabilitation of Offenders Act 1974.** |
| **Do you have a criminal record?** | **Yes** | **No** |
| **DATA PROTECTION STATEMENT** |
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| **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 Fife International Forum being satisfied with the results of a series of relevant checks, including references, eligibility to work in the UK, Disclosure Scotland, and Protection of Vulnerable Groups (PVG) scheme checks, criminal convictions, and the probationary period (in line with the operation of the Equality Act 2010). |
| **Signed:** | **Date** |
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| **You may use a separate sheet to include more information on any of the above questions, if necessary, clearly marking the page number.** |