****

**CALMAN TRUST LTD**

**EMPLOYMENT APPLICATION FORM**

**Please type or use black ink.**

1. **POSITION APPLIED FOR:**
2. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Surname: | | Forename(s): |
| NI Number: | | | |
| Address: | | | Telephone number:  Home:  Work:  e-mail address: |
| Do you hold a current valid Driving Licence? | |  | |
| Do you have any convictions?  If yes, please detail. | |  | |
| Please give details of any Board member or employee of Calman Trust Ltd to whom you are related. Deliberately omitting to make such a declaration will disqualify an applicant or lead to dismissal if discovered after the appointment.  Name: Relationship: | | | |

**3. FURTHER/HIGHER EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date (month/year) | University or College | | Qualifications | | Date Obtained |
| Other qualifications and training | | Date Obtained | | Awarding Body | |

**4a. PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Job Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates of Employment  (month/year)  From | Principal Responsibilities  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Final Salary: |
| **Please give outline of your current duties** | | |

**4b. EMPLOYMENT PRECEDING PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| Employer’s Name and Address | Job Title  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dates of Employment  (month/year)  From To | Principal Responsibilities  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Final Salary |

**5. PREVIOUS EMPLOYMENT (most recent first)**

|  |
| --- |
|  |

1. **SUPPORTING STATEMENT**

This is your opportunity to evidence and explain who you are the right person for the job. **When completing this section, please refer to the Job Purpose, Key Requirements and Essential and Desirable criteria as described in the job description for this post.** Please attach additional pages if more space is required.

*(Please note: This section is a very important part of your application which will enable the selection panel to assess your skills and experience against the criteria and requirements for this post. If you are not able to clearly and thoroughly evidence this here it may be difficult for the panel to invite you for interview. The selection panel will not make assumptions – e.g. from a job title – as to the skills, knowledge and experience you have, and will not accept a C.V. in place of this section.)*

|  |
| --- |
|  |

1. **PLEASE TELL US ABOUT YOUR HOBBIES OR INTERESTS OUTSIDE WORK.**

|  |
| --- |
|  |

1. **REFEREES (***One must be your present or most recent employer, provided by employer’s Human Resources/Personnel Section***.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name  Designation  Address  E-mail  Telephone  Relationship |  |  | Please state if referees may be contacted prior to interview.  1.  2. |

|  |  |
| --- | --- |
| If appointed, when could you start? | How did you learn of this vacancy? |

|  |
| --- |
| **Criminal Record Disclosure**  This post will require a PVG check through the Scottish Criminal Record Office. |

|  |
| --- |
| I believe the information given on this form to be correct and understand that any false statement may disqualify me from appointment or may render me liable to dismissal.  Signature: Date: |

**Thank you for your interest in the work of Calman Trust.**

**Please return completed application form to** [**recruitment@calman.org**](mailto:recruitment@calman.org)