Job Application Form

Personal information (confidential)

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| **Position applied for: Minibus Driver – closing date 12th August 2024** | | | | | | | |
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| **Personal details** | | | | | | | |
| Name: | |  | | | | | |
| Preferred pronouns: | |  | | | | | |
| Address: | | | | | | | |
| Email: | |  | | | | | |
| Telephone: | |  | | | | | |
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| Do you hold a current driving licence? | | | Yes |  | | No |  |
| Do you have a current right to work in the UK? | | | Yes |  | | No |  |
| If no, please provide details. | | | | | | | |
| **Learning, training and development** | | | | | | | |
| Please provide details of relevant qualifications or specialist training here: | | | | | | | |
| Name and level: | Awarding body: | | | | Grade (if applicable): | | |
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| **Employment history – most recent first** | | | | | | |
| Name of employer | Job title | | Start date | | End date and reason for leaving | |
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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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| **Voluntary / unpaid work history** | | | | | | |
| Organisation name | | Role | | Start date | | End date and reason for leaving |
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| **References** | |
| Please note here the names, organisation name (where applicable) and contact details of two people from whom we may obtain references. One should be your current or most recent employer. We will only contact referees with your consent following a conditional offer of employment. | |
| **REFERENCE 1** | |
| Name |  |
| Relation to you |  |
| e-mail and phone |  |
| Organisation |  |
| **REFERENCE 2** | |
| Name |  |
| Relation to you |  |
| e-mail and phone |  |
| Organisation |  |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | |
| **Personal statement** | |
| Please use this space to evidence how you meet criteria set out in the person specification for this post. You are encouraged to structure your answer clearly, and to use brief examples where appropriate. | |
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| **Data protection statement** |
| All of 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, and by the referees you have noted, for recruitment purposes only. Columcille 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 your data protection rights and how we use the information you have provided, please request our privacy notice for job applicants. |
| **Declaration** |
| By submitting this form electronically or via paper copy to Columcille  I confirm that the above information is complete and correct and that any untrue or misleading information will give Columcille the right to terminate any employment offered. I understand that any offer of employment is subject to the latter being satisfied with the results of series of relevant checks including references, eligibility to work in the UK, PVG, probationary period and health clearance (in line with the operation of the Equality Act 2010). |
| **Signed:** |  | Date: |
| Name: |
| Date: |

Please return completed application to [admin@columcille.org.uk](mailto:admin@columcille.org.uk) or by post to: Recruitment, Columcille Centre, 2 Newbattle Terrace, Edinburgh, EH10 4RT.