1. **Employment History** (starting with current or most recent post). \_\_\_\_\_\_\_\_

**Please do not adjust box sizes or font size. Text must be kept within the sizes given**

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| **Post Title** |  | **Reason for Leaving** |  |
| **Employer’s name** |  | **Employer’s address** |  |
| **Start & End Date** |  |
| **Responsibilities, experience gained, key achievements (max 20 lines)** |
|  |
| **Post Title** |  | **Reason for Leaving** |  |
| **Employer’s name** |  | **Employer’s address** |  |
| **Start & End Date** |  |
| **Responsibilities, experience gained, key achievements (max 20 lines)** |
|  |
| **Post Title** |  | **Reason for Leaving** |  |
| **Employer’s name** |  | **Employer’s address** |  |
| **Start & End Date** |  |
| **Responsibilities, experience gained, key achievements (max 20 lines)** |
|  |
| **Post Title** |  | **Reason for Leaving** |  |
| **Employer’s name** |  | **Employer’s address** |  |
| **Start & End Date** |  |
| **Responsibilities, experience gained, key achievements (max 20 lines)** |
|  |

Please continue on a separate sheet if necessary (Detailing a maximum of 4 additional positions**)** giving page number and title heading.

1. **Educational, Technical & Professional Qualifications**

Please name any institute or professional body in full and include attainment level. School qualifications do not need to be included if you have a college, university or professional qualification.

**Please do not adjust box or font sizes. Text must be kept within the sizes given**

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| **Institute** | **Qualification gained** | **Date Achieved** |
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Please continue on a separate sheet if necessary giving page number and title heading.

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| Please delete as appropriate |
| * Are you able to work flexibly – i.e. some evening and weekend work?
 | YES/NO |
| **PVG Scheme Membership** |
| * Are you currently PVG Scheme member in respect of regulated work with children and/or protected adults?
 | YES/NO |
| * If you are not yet a member for the specific groups listed as required in the job description, are you willing to become a PVG Scheme member for these groups?
 | YES/NO |
| **Driving** |
| * Are you able to travel in and around Dundee?
 | YES/NO |
| * Do you hold a current full UK driving licence?
 | YES/NO |
| Please answer the following questions if a driving licence is an essential requirement of the post you are applying for. |
| * Do you have your own car which can be used for work purposes?
 | YES/NO |
| * Do you have insurance cover for business use of the car?
 | YES/NO |
| * If you do not have insurance cover for business use, can you confirm that you have checked that you are able to obtain and pay for any additional cover?
 | YES/NO |

1. **Personal Development**

Include any courses, membership, voluntary work which you consider relevant**.**

**Please do not adjust box sizes. Please continue on a separate sheet if necessary giving page number and title heading.**

|  |  |  |
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| **Institute** | **Qualification gained, if any** | **Date** |
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1. **Meeting the Person Specification (Refer to Guidance Notes)**

You may use headings to structure your statement. Your statement must not be longer than two pages.

**Please do not adjust box or font sizes. Text must be kept within the sizes given**

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| **Experience, Skills and Knowledge (max 54 lines)** |
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**Please do not adjust box or font sizes. Text must be kept within the sizes given**

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| --- |
| **EXPERIENCE SKILLS & KNOWLEDGE (continued) (max 54 lines)** |
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