This application form is the only document we use when deciding who to invite for interview. Please answer all relevant questions as fully as possible. Please note we are not able to accept CVs.

**The closing date for application is: 12 noon, Friday 6th June 2025**

(Interviews anticipated to be Friday 13th June 2025)

**Please return your completed form to:** recruitment@disabilityscot.org.uk

Alternatively, please post your application to:

Recruitment (Private and Confidential)

Disability Information Scotland

Norton Park

57 Albion Road

Edinburgh

EH7 5QY

1. **Personal Details**

|  |  |
| --- | --- |
| **Post applying for:** |  |
| **Name:** |  |
| **Address (including postcode):** |  |
| **Telephone:** |  |
| **Mobile:** |  |
| **Email:** |  |

1. **Employment**

|  |  |
| --- | --- |
| **Current or most recent employer:** |  |
| **Job Title:** |  |
| **Current salary:** |  | **Date employment started:** |  |
| **Reason for leaving:** |  | **Date employment ended or required notice period:** |  |

1. **Employment History (Include breaks in employment with reason)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer:** |  | **Dates From – To:****(mm/yyyy)** |  |
| **Position and Main Responsibilities:** |  |
| **Reason for Leaving:** |  |

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates From – To:****(mm/yyyy)** |  |
| **Position and Main Responsibilities:** |  |
| **Reason for Leaving:** |  |

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates From – To:****(mm/yyyy)** |  |
| **Position and Main Responsibilities:** |  |
| **Reason for Leaving:** |  |

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| **Employer:** |  | **Dates From – To:****(mm/yyyy)** |  |
| **Position and Main Responsibilities:** |  |
| **Reason for Leaving:** |  |

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates From – To:****(mm/yyyy)** |  |
| **Position and Main Responsibilities:** |  |
| **Reason for Leaving:** |  |

1. **Voluntary Experience**

Please give details of any voluntary experience you may have undertaken.

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| **Employer:** |  | **Dates From – To:****(mm/yyyy)** |  |
| **Position and Main Responsibilities:** |  |

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| --- | --- | --- | --- |
| **Employer:** |  | **Dates From – To:****(mm/yyyy)** |  |
| **Position and Main Responsibilities:** |  |

1. **Education and Training History**

Please give details, starting with the most recent.

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| --- | --- | --- | --- |
| **Year:** | **Education Establishment or training provider:** | **Subject** | **Qualification** |
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1. **Education and Training History (cont’d)**

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| Please give details of any other relevant training, qualifications or skills you have acquired that have not already been mentioned.   |

1. **Additional Information**

**Skills, experience and general information**

Use this section to give us detailed information in support of your application. You must be able to demonstrate that you meet the essential criteria of the person specification. You should also tell us how you meet any of the desirable criteria. You might find it helpful to complete this section by working through the person specification.

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1. **Referees**

Please give us details of two referees, one of whom must be your present or (if not currently employed) most recent employer.

*We will confirm with you before contacting your referees.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Organisation:** |  | **Organisation:** |  |
| **Address (including postcode):** |  | **Address (including postcode):** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email:** |  | **Email:** |  |

1. **Disability**

Disability Information Scotland is committed to Equal Opportunities and actively encourages applications from disabled people. Disabled people who meet the essential criteria of the person specification will be guaranteed an interview.

(Please note that declaring a disability here is your decision. It is entirely voluntary and is only for the purpose of qualifying for a guaranteed interview).

Do you consider yourself to be a disabled person (please delete as appropriate)

YES NO I do not wish to disclose this

1. **Declaration**

|  |
| --- |
| **Please read the following statements. You will be asked to sign a declaration if you are appointed.*** I have completed Sections 1-9 of this application form and the details I have supplied are, to the best of my knowledge, true and complete.
* I understand that if appointed to this post the information on this form will be kept as part of my personal file record.
* I authorise you to obtain references to support this application if I am identified as a preferred candidate.
* I understand that details of educational qualifications, membership of professional bodies and referee reports may be verified through the establishments and individuals I have indicated.
* I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Act 1998 and GDPR.
* I confirm that I have the Right to Work in the UK and understand that I will be required to provide evidence (i.e. Passport) to support this statement
 |
| **I have read, agreed and understood the above statements** |
| **Signed:** |  | **Date:** |  |

Before emailing or posting this form, please also complete the Equal Opportunity Monitoring form. This will be separated from your application form and the information you provide will be treated in strictest confidence.

All applications will be securely held for a period of 6 months and then destroyed in accordance with our data protection procedures.

 **Thank you for taking the time to complete this form.**