** **

**APPLICATION FOR EMPLOYMENT**

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| FOR OFFICE USE ONLY:  |
| CANDIDATE IDENTIFICATION NUMBER:  |
| JOB REFERENCE NUMBER:  |

*Failure to complete all sections of the form may result in the application not being considered. For yes/no questions please circle or clearly indicate the appropriate answer.*

**POST APPLIED FOR:**

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| **PERSONAL DETAILS** |
| **SURNAME:**  |
| **INITIALS:**  |
| **ADDRESS:**  |
| **TEL (DAY):**  | **TEL (MOBILE):**  |
| **TEL (EVENING):**  | **EMAIL:**  |
| If we need to, the best way to contact you is by: |

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| If you are selected for an interview, do you have any special requirements?If yes, please specify:Are there any dates when you will not be available for interview?When could you start working for us?Do you have a driving licence with daily access to a car for work purposes? |

**EDUCATION** (Excluding Primary education)

|  |  |  |  |
| --- | --- | --- | --- |
| School / College/University | Qualifications Gained | Level | Grade |
|  |  |  |  |

**TRAINING**

(Please list all relevant training courses completed)

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | Year | Duration | Organiser |
|  |  |  |  |

**PRESENT OR MOST RECENT EMPLOYMENT**

|  |  |
| --- | --- |
| Name and Address of current employer |  |
| Job Title |  |
| Salary |  |
| Length of time with employer |  |
| Period of notice required |  |
| Other conditions of notice |  |
| Summary of duties and responsibilities: |
| Reason for leaving: |

**EMPLOYMENT HISTORY**

Please start with most recent and include any periods of unemployment

|  |  |
| --- | --- |
| Name and Address of employer |  |
| Job Title/Post |  |
| F/T, P/T, Voluntary |  |
| Length of time with employer |  |
| Reason for leaving |  |
| Main Duties: |
| Name and Address of employer |  |
| Job Title/Post |  |
| F/T, P/T, Voluntary |  |
| Length of time with employer |  |
| Reason for leaving |  |
| Main Duties: |

|  |  |
| --- | --- |
| Name and Address of employer |  |
| Job Title/Post |  |
| F/T, P/T, Voluntary |  |
| Length of time with employer |  |
| Reason for leaving |  |
| Main Duties: |

If you need more space, please continue on a separate sheet. Please ensure your surname and initials are on each additional sheet.

**STATEMENT IN SUPPORT OF APPLICATION**

Please tell us your personal qualities, skills and attributes, experience and any major achievements, and show how they match those needed for this post.

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**REFERENCES**

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| Give the names and addresses of two referees known to you PROFESSIONALLY, one of who should be your current or most recent employer. Please do not include relatives. |
| **FIRST REFEREE** | **SECOND REFEREE** |
| Name: | Name: |
| Address: | Address: |
| Tel. No.: | Tel. No.: |
| Position: | Position: |
| Capacity in which known: | Capacity in which known: |
| Organisation: | Organisation: |
| Email address: | Email address: |
| Referees will not be contacted until after the offer of the post is made. |

**CRIMINAL CONVICTIONS**

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| Due to the nature of this post, it is exempt from the 1974 Rehabilitation Of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. This means that **unless stated in the job description, person specification or application pack**, you must tell us about any previous convictions either classed as ‘spent’ or ‘unspent’. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers. **Information will be verified by Disclosure Scotland for relevant posts.** |
| Have you any previous convictions?YES / NO | Are you subject to pending criminal proceedings?YES / NO |
| If yes to either of the above, give details of ALL criminal convictions on a separate sheet of paper which should be returned with this form. Should you be employed and a failure to disclose a conviction is subsequently discovered, you will be liable to dismissal or other disciplinary action. |
| Any offer of employment may be subject to a confidential health screening check, suitable references and Disclosure Scotland. |

**DECLARATION**

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| I declare that to the best of my knowledge the information given in this form is true and accurate, and I understand that if any information is false or has been deliberately omitted, I may be regarded as ineligible for employment or liable for dismissal.**Signature:****Date:** |