

**Job Application Form**

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# Part A - Your details

|  |  |
| --- | --- |
| **Post details** |  |
| Job Title: |  Chief Executive  |

|  |  |
| --- | --- |
| **Personal details** |  |
| Full name: |  |
| Address and Postcode: |  |
| Contact Number: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| **Application questions** |  |
| Do you have the right to work in the UK? (Yes/No) |  |
| if you are a non-British or Irish citizen, please provide further details of your right to work in the UK |  |

|  |  |
| --- | --- |
| **Advertisement source** |  |
| Where did you see this vacancy advertised? |  |

|  |
| --- |
| **Do you hold a current UK driving license? (Please tick appropriate box)** |
| Yes  |  |
| No |  |
| If yes: |
| Full |  |
| Provisional |  |
| Car |  |
| Motorcycle |  |
| LGV/ PCV |  |
| If LGV or PCV, please state Class |  |
| No. of Penalty points and please give details |  |

In the next two tables, please provide details of two referees (one of which must be your current or most recent employer). We will not contact your references until an offer of employment has been made.

|  |  |
| --- | --- |
| **Referee 1** |  |
| Name: |  |
| Designation: |  |
| Address: |  |
| Post Code: |  |
| Telephone: |  |
| E-Mail: |  |

|  |  |
| --- | --- |
| **Referee 2** |  |
| Name: |  |
| Designation: |  |
| Address: |  |
| Post Code: |  |
| Telephone: |  |
| E-Mail: |  |

# Part B - Your Education and Employment to date

## School education

## Please list qualifications relevant to the role you are applying for, and the result obtained.

## Please add more rows as required

|  |  |
| --- | --- |
| Subjects indicating level e.g., Maths – Standard Grade | Results obtained |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Further/higher education

## Please list qualifications relevant to the role you are applying for, and the result obtained.

|  |  |
| --- | --- |
| College/university or other (please give details) | Qualification(s), modules or units gained |
|  |  |
|  |  |
|  |  |

## Other training

## Please list other training you have undertaken that is relevant to this role, including any required qualifications mentioned in the role description.

## Please duplicate tables as required (i.e. one table per relevant training)

|  |  |
| --- | --- |
| Course: |  |
| Provided by: |  |
| Topics covered: |  |
| Duration: |  |

## Membership of Professional Bodies.

## Please duplicate tables as required (i.e. one table per membership)

|  |  |
| --- | --- |
| Name of Institution |  |
| Membership number |  |
| Type of membership (if relevant) |  |

## Current Employment

|  |  |
| --- | --- |
| Name and address of employer: |  |
| Position held: |  |
| Nature of duties: |  |
| Date started: |  |
| Date finished or state ‘still employed’ |  |
| Salary |  |
| Period of notice to be worked |  |

## Previous Employment

## Please list experience relevant for the post you are applying for.

## Please duplicate tables as required

|  |  |
| --- | --- |
| Name and address of employer: |  |
| Position held: |  |
| Nature of duties: |  |
| Employment dates (from and to) |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Name and address of employer: |  |
| Position held: |  |
| Nature of duties: |  |
| Employment dates (from and to) |  |
| Reason for leaving |  |

|  |  |
| --- | --- |
| Name and address of employer: |  |
| Position held: |  |
| Nature of duties: |  |
| Employment dates (from and to) |  |
| Reason for leaving |  |

## Voluntary work.

## Please outline any volunteering experience you have which is relevant to the position you are applying for

## Please duplicate tables as required (i.e. one table per volunteering role)

|  |  |
| --- | --- |
| Volunteer role  |  |
| Organisation |  |
| Volunteer duties |  |
| Length of time been volunteering |  |

|  |  |
| --- | --- |
| Volunteer role  |  |
| Organisation |  |
| Volunteer duties |  |
| Length of time been volunteering |  |

# Part C - Supporting Information

**Unless specified in the Job Advertisement, please do not send CV’s with this application**.

## Role Description

|  |
| --- |
| Please state how your experience to date is relevant to the role’s key responsibilities and tasks as described in the job description. Please expand the text box as required. |

## Experience

|  |
| --- |
| Please state how your experience to date is relevant essential and desirable experience criteria for the post. Please expand the text box as required. |

## Skills

|  |
| --- |
| Please state how your experience to date is relevant essential and desirable skills criteria for the post. Please expand the text box as required. |

## Personal Attributes and Qualities

|  |
| --- |
| Please state how your experience to date is relevant, essential and desirable personal attributes and qualities criteria for the post. Please expand the text box as required. |

## Declaration and consent (read carefully before signing)

The information you provide will be held securely and processed in accordance with the Data Protection Act 2018 for the purpose of considering your application for the advertised post. If your application is successful, your personal details will be transferred to our HR system and this form will be retained on your personal file. Should your application be unsuccessful, this form will be disposed of securely within 6 months. Please let us know if you have any questions about our handling of your personal data or your rights under the legislation.

Most posts are covered by the Rehabilitation of Offenders Act 1974, before being offered an appointment a Disclosure Scotland check may be made.

* I agree to a Disclosure Scotland check being made if it is required.
* I agree to a medical check being made if it is required.
* I certify that all the information contained within this form is correct and false information or omissions may lead to dismissal without notice.
* I consent to the processing of my personal data for the purpose stated above.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

End of application – Final Page