**APPLICATION FOR EMPLOYMENT**

***Personal details:***

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| Position applied for: |  |
| Name: |  |
| Address, including postcode: |  |
| Email address: |  |
| Telephone Nos: |  |

***Driving Licence:***

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| Current Driving licence? | Yes No Expiry Date: |
| Details of endorsements: |  |

***UK Employment:***

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| Are there any restrictions on you taking up employment in the UK?  Yes No |
| If yes, please provide details: |

***Education:***

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| Schools/College/University: | Qualifications Gained: |
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***Employment history:*** *(please complete in full and use a separate sheet if necessary)*

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| **From To** | **Name & Address of Employer:** |
| Job Title: |
| Rate of Pay: |
| Duties: |
| Reason for leaving: |

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| **From To** | **Name & Address of Employer:** |
| Job Title: |
| Rate of Pay: |
| Duties: |
| Reason for leaving: |

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| **From To** | **Name & Address of Employer:** |
| Job Title: |
| Rate of Pay: |
| Duties: |
| Reason for leaving: |

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| --- | --- |
| **From To** | **Name & Address of Employer:** |
| Job Title: |
| Rate of Pay: |
| Duties: |
| Reason for leaving: |
| Notice Period: |

***Current membership of professional bodies:***

*Please note any professional bodies you are a member of or a registered with.*

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***Other employment:***

*Please note here any other employment that you would continue with if you were to be successful in obtaining this position.*

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***References:***

*Please note here the names and addresses of two persons from whom we may obtain both character and work experience references.*

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| 1.  Known in the capacity of:  (i.e. Manager/Education) |
| 2.  Known in the capacity of: |

***Leisure:***

*Please note here your leisure interests, sports and hobbies, other pastimes, etc.*

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***Criminal Record:***

*Please note any criminal convictions except those ‘spent’ under the Rehabilitation of Offenders Act 1974. If none, please state. In certain circumstances, employment is dependent upon obtaining a satisfactory Disclosure & Barring Certificate from the Disclosure & Barring Service/Disclosure Scotland.*

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***General Comments:***

*Please detail here your reasons for this application, your main achievements to date and the strengths you would bring to this post. Specifically, please detail how your knowledge, skills and experiences meet the requirements of this role.*

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***Do you consider yourself to have a disability?*** Yes No

*Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process*

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| *Please indicate how you heard about this vacancy* |

***Declaration (please read this carefully before signing this application):***

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my employee file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**