

Application for Employment

CONFIDENTIAL

Applicants should complete this form electronically.

Please note the guidance given on how this form should be completed at each section.

Application for the post of:
Where did you see this post advertised?

Personal information

Last Name:	First Name(s):
Home address:	Contact phone number:
Postcode:	Email address:

Interview availability and arrangements

We anticipate the interviews will be held on Monday 27 th and Wednesday 29 th July, please advised if these dates would not be suitable to you for interview?
If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process.

Right to work in the UK

Do you require a work permit to work in the U.K.? YES / NO

Employment history

Please **start with most recent** employment and give details of any gaps in employment history. *(Please insert extra rows if necessary)*

Time in post include dates - month & year from & to			Post details				Employer's name and workplace address	Brief description of main duties and responsibilities	Reason for leaving
Time in post (yrs)	From	To	Job Title	FT ✓	PT ✓	Hours per week			

For official use only Candidate No: _____
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Unpaid work

Please give details of any volunteering or unpaid work you have done that has provided relevant experience. *(Please insert extra rows if necessary)*

Dates (from and to - month & year)	Organisation's Name and Address <i>(if relevant)</i>	Brief Description of Duties

Qualifications

Please list **all** the qualifications you have including secondary school/college/university/other. Please give details including grades, class of degree, dates obtained and where from (e.g., school, college, university). Shortlisted candidates will be required to produce original certificates for verification of qualifications, and for the successful applicant, confirmation may be requested from the relevant establishment.

Please start with most recent *(Please insert extra rows if necessary)*

Date achieved (or expected to achieve)	Name of Qualification	Level (e.g. Higher / HNC / Degree)	Grade achieved	Establishment

Education and Professional Learning

Please give details of any other relevant training/professional learning *(Please insert extra rows if necessary)*

Date Started	Date Ended	Name of Course	Provider

Voluntary work experience relevant to this post

Please give details of any other relevant voluntary work *(Please insert extra rows if necessary)*

Date Started	Date Ended	Organisation	Experience gained

Personal Statement

Please use this section to give more detail on:

- why you are applying for this post
- how your skills and experience relate to the responsibilities outlined in the remit and person specification
- any additional information that will highlight your suitability for the post

References

Please give the names and addresses of at least two referees

- One referee must be your present employer or if unemployed, your most recent employer •
The other referee should know you in a professional capacity from a work or study context
- Referees **should not** be relatives or friends.

Referee No. 1	Referee No. 2
Title:	Title:
Full Name:	Full Name:
Job Title:	Job Title:
Organisation:	Organisation:
Email address:	Email address:
Tel. no:	Tel. no:
Relationship to applicant:	Relationship to applicant:
May this referee be contacted prior to an offer of employment being made? <p style="text-align: center;">YES / NO</p>	May this referee be contacted prior to an offer of employment being made? <p style="text-align: center;">YES / NO</p>

Declaration

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal should I be appointed to this post.

Signed:

Print Name:

Date:

Equality Monitoring

This section is optional, you can answer all, some, or none of the questions. It is very useful for SOSCN and the funders of this post to ensure we reach a wide range of potential candidates and to monitor that we do so in terms of the diversity of Scottish society.

This is an anonymous section which will not be kept with your application or used for shortlisting.

Please state your gender here:
Age, please put an x at relevant category: Under 20 21 – 30 31 – 40 41 – 50 51 – 60 60 +
Please state your nationality, e.g., British:
Please state your ethnicity, e.g., Asian, British:
Please state, your religion or belief, if any:
Your sexual orientation (e.g., Bisexual, Gay man, Gay woman/Lesbian, Heterosexual/Straight):
Do you consider yourself as having a disability or additional support need? Give short details if you would like to.