



## Application for Employment

<b>1. Post applied for</b>	
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<b>2. Personal details</b>							
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Mr		Mrs		Ms		Miss		Other (please state)	
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First name(s)		Surname	
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Address (including postcode)		Email address <small>(This will be used to send all future correspondence about this job)</small>	
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Can we contact you by telephone?	Yes/No	Telephone number	
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National Insurance Number		Date of birth	/ /
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Are you related to, or in a close relationship with any Trustee or anybody already employed by the Centre?	Yes	No
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If yes, please state their position.	
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How did you hear about this job?	
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**3. Current or most recent employment/self-employment/voluntary work** (If self-employed enter the name and address of your business)

Employer's name and address including postcode

Job title/nature of self-employment/voluntary work

Date started

/ /

Date of leaving (if relevant)

/ /

Notice required

Reason for leaving

Brief description of job/services provided

If you have more than one job, please complete the sections below.

**Other current employment**

Name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving
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/ /

/ /

Name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving
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Date from

Date to

Job title

Weekly hours

Reason for leaving

/ /

/ /

Name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving
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Date from

Date to

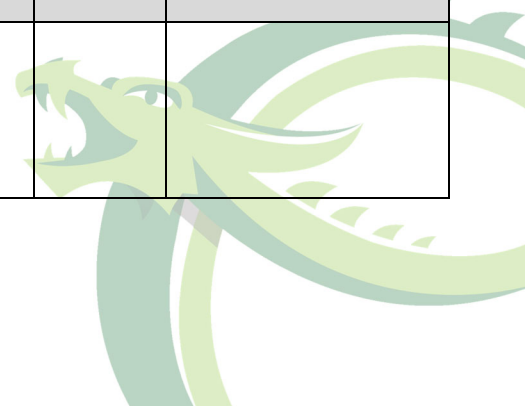
Job title

Weekly hours

Reason for leaving

/ /

/ /

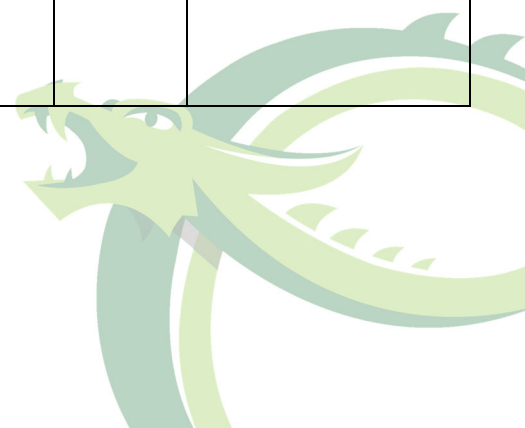


#### 4. Employment history

Please list all employment, starting with the most recent, including self-employment and periods of voluntary work since leaving full time education.

Although not all jobs you have held may seem relevant to your application, it is important for you to give as much information as you can as you may have developed transferable skills in the job which you can highlight later in your application. Also, many jobs are subject to a Disclosure and Barring Service (DBS) check and it is important to demonstrate that there are not unexplained gaps in your career.

Name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving
	/ /	/ /			
Name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving
	/ /	/ /			
Name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving
	/ /	/ /			
Name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving
	/ /	/ /			
Name and address	Date from	Date to	Job title	Weekly hours	Reason for leaving
	/ /	/ /			



## 5. Breaks in employment history

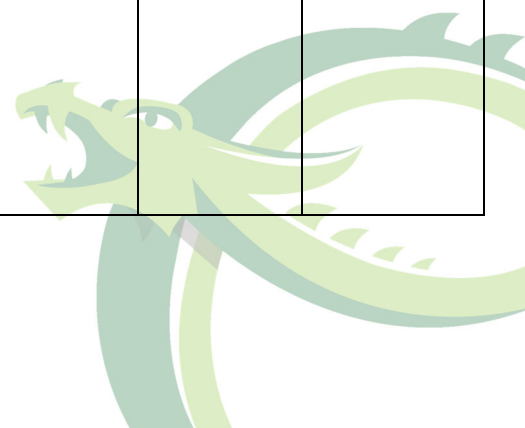
If you have had any breaks in employment since leaving school, please give dates and details of your activities during these times e.g. unemployment, raising a family, study, foreign travel etc.

Date from	Date to	Reason for break
/ /	/ /	
Date from	Date to	Reason for break
/ /	/ /	
Date from	Date to	Reason for break
/ /	/ /	

## 6. Secondary school education

If you are shortlisted for interview you will be asked to provide evidence of your qualifications relevant to the role. **Please start with the most recent.**

School(s)	Dates from	Dates to	Qualification/subject obtained and awarding body	Grade	Dates
	/ /	/ /			/ /
	/ /	/ /			/ /



**7. Further education (University/College/Apprenticeships etc)**

If you are shortlisted for interview you will be asked to provide evidence of your qualifications relevant to the role. **Please start with the most recent.**

Educational establishments	Dates from	Dates to	Qualification/subject obtained and awarding body	Level/Grade	Dates
	/ /	/ /			/ /
	/ /	/ /			/ /
	/ /	/ /			/ /

**8. NGB qualification and other training relevant to the job (e.g. short courses, personal development, special projects)**

Date	Organising body	Brief description of course content
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/ /		
/ /		
/ /		
/ /		
/ /		
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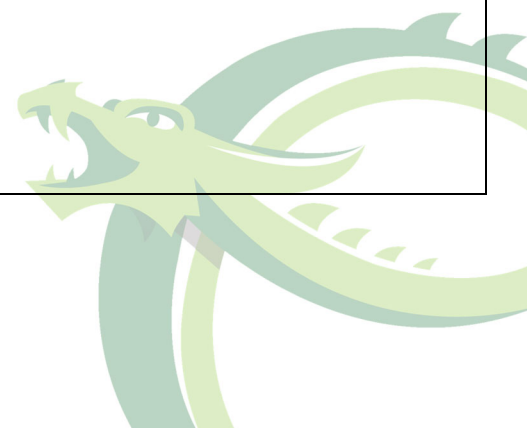


## 9. Supporting information

Please demonstrate how you meet the essential and desirable criteria set out in the job description and person specification. This may include examples from paid or unpaid work or activities you have undertaken in your personal life.

## 10. Availability

What is your availability from the 1<sup>st</sup> April 2020 – 31<sup>st</sup> August 2020.



**11. References****Referee 1 details**

Referee type

Current employer

Previous employer

Academic

Mr

Mrs

Ms

Miss

Other (please state)

First name

Surname

Organisation

Position held

Address (including  
postcode)

Telephone number

Business email address

**Referee 2 details**

Referee type

Current /previous  
employer

Academic

Other (please specify)

Mr

Mrs

Ms

Miss

Other (please state)

First name

Surname

Organisation

Position held

Address (including  
postcode)

Telephone number

Business email address">

**12. Asylum and Immigration Act 1996**

Do you require a visa to work or study in the UK?

Yes

No

For further information on the visa requirements to work in the UK see [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)

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

I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

**I have read and understand above declarations**

Yes

**Signature**

**Date**

/ /

We take your privacy seriously and will only use your personal information to shortlist your application. We will process this data in accordance with the requirements of the General Data Protection Regulations 2018 and in alignment with our Privacy Policy which can be found on our website.

