



<u>First Name:</u>	<u>Position Applied For:</u>
<u>Surname:</u>	
<u>Address:</u>	<u>Next Of Kin Details:</u>
<u>Post Code:</u>	<u>Name -</u>
<u>Home Telephone Number:</u>	<u>Number -</u>
<u>Mobile Telephone Number:</u>	<u>Relationship -</u>
<u>Email Address:</u>	<u>National Insurance No.</u>

<p>Do you need a permit to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p> <p>Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Do you have a current driving licence? Driver? Driver with transport? If YES give details ,including any endorsements eg. Car,HGV Etc.</p>
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EDUCATION

<u>Schools Attended</u>	<u>Dates from/to</u>	<u>Qualifications (Including Grades)</u>

<u>Colleges/Universities Attended</u>	<u>Dates from/to</u>	<u>Subjects & Qualifications</u>

Other training apprenticeships/ special courses etc, including dates where appropriate.

EMPLOYMENT HISTORY (Current or most recent employer first)

Please include voluntary or home based work.

<u>From-To</u>	<u>Name & Address Of Employer</u>	<u>Job Title & Duties</u>	<u>Reason For Leaving</u>

Notice required in current post :

REFERENCES

Please give the names and addresses of your ex line manager, not family members, who are able to provide references. **This must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full time education will be a suitable alternative. If your current employment is less than five years please also supply a reference from your previous employment.

<u>1 (CURRENT OR MOST RECENT EMPLOYER)</u>	<u>2 (CHARACTER REFERENCE)</u>
Can this reference be taken up after interview? YES/NO	Can this reference be taken up after interview? YES/NO

STATEMENT IN SUPPORT OF APPLICATION

Please give a concise statement in support of your application which explains your interest in this post & the strengths you would bring to this post and any other relevant information to your application.

HOBBIES

What hobbies and interest do you like to do in spare time?

LANGUAGE SKILLS

Which languages other than English do you speak and/or write (tick if fluent)

_____	Speak	Write	_____	Speak	Write
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
_____	Speak	Write	_____	Speak	Write
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Rehabilitation Of Offenders Act 1974

ur recruitment process is compliant with “ The rehabilitation of Offenders Act 1997 (Exclusions and Exceptions) (Scotland) Oder 2003 as amended “ and entitles us as providers of care services, to conduct the appropriate level of disclosure check to confirm candidates suitability for employment in this sector. You are therefore required to provide details of all convictions whether they be current, pending or expired. You should be aware that any convictions including for example - unpaid TC licence, driving convictions, including speeding offences, admonished convictions and any warnings or cautions you have received since the age of 16 will be highlighted on your disclosure certificate.

Please refer to www.disclosurescotland.co.uk for more information on Disclosure Scotland's ‘ Code of practice ‘

- Have you read the above statement? Yes No
- Have you ever been the subject of disciplinary actions with the H.M. Forces and/or Professional Bodies, including the Police Force? Yes No
- Have you ever been convicted of a criminal offence? Yes No
- Do you have and pending charges you wish to declare to us? Yes No

If you have answered **YES** please state when, the court, the offence and disposal.

Please list any convictions/pending charges below:

Declaration

Please read this carefully before signing this application

I confirm that the above information is complete and correct and that any untrue or misleading information will give the employer the right to reject my application , to withdraw any employment contract offered or, if employed, dismiss without notice.

I agree that the information provided in this application form may be processed by the employer in relation to my application for this post to assist in the decision making process. I further expressly agree that, should it be necessary to validate any of the information provided herein, the employer may release this information for verification purposes. If successful in my application it is agreed that any information provided will be retained by the employer in a secure confidential file and he contents only used for necessary business purposes subject to my express consent for disclosure where necessary.

Print Name: _____ **Sign:** _____ **Date:** _____