Application for employment

This application form has been designed to tell us all we need to know about you at this stage. Please complete the form in black ink and block capitals and return it to [hr@tobermoryharbour.co.uk](mailto:hr@tobermoryharbour.co.uk)

Post applied for: ………………………………………………

**Personal Information**

|  |  |
| --- | --- |
| Surname: |  |
| Forenames: |  |
| Title (Mr, Mrs, Miss, etc.): |  |
| Previous names (if any): |  |
| Current address: |  |
| Email address: |  |
| Daytime telephone number: |  |
| Mobile Number: |  |
| Do you have the right to take up employment in the UK? If no, please provide further details. | YES / NO |
| If you do not have the right to take up employment in the UK, would you wish us to assist you in applying for the right to work? | YES / NO |
| National Insurance Number: |  |
| Dates you are not available for interview. |  |

**Education and qualifications**

**From Standard Grade/National Certificate/GSCE/Highers/A Levels or equivalent to degree level in chronological order.**

|  |  |  |
| --- | --- | --- |
| **Establishment** | **Qualifications gained** | **Date gained** |
|  |  |  |

**Postgraduate education or study or any other professional qualifications.**

|  |  |  |
| --- | --- | --- |
| **Establishment** | **Qualifications gained** | **Date gained** |
|  |  |  |

**Work experience**

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name and address of employer** | **Job title, description of duties and responsibilities, reason for leaving and salary on leaving** |
|  |  |  |  |
|  |  |  |  |
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**Other Information**

|  |
| --- |
| **Do you have any other training, qualifications, skills or personal qualities relevant to the post** *(e.g. knowledge of the Port Marine Safety Code, a foreign language, computer literacy, first aid, health & safety, full driving licence, etc.)****?*** |
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| **Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.** |
|  |

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| --- |
| **Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.** |
|  |

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| --- |
| **If you are successful, when could you take up your post? How many weeks’ or months’ notice do you have to give to your current employer?** |
|  |

|  |
| --- |
| **Do you have any commitments which would have an impact on your work obligations?** *(eg. holiday bookings, Territorial Army, other voluntary commitments – please specify?)* |
|  |

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| --- |
| **If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview.** |
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| --- |
| **What are your salary expectations?** |
|  |

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| --- |
| **Where did you hear about this vacancy?** |
|  |

**Referees**

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your school teacher or higher or further education lecturer. Neither referee should be a relative or contemporary.

|  |  |
| --- | --- |
| **First referee** | **Second referee** |
|  |  |

|  |
| --- |
| **[Rehabilitation of Offenders Act 1974**  In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.  Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “None”.] |
|  |

**Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: ……………………………………………….

Date: ……………………………………………….

**EQUAL OPPORTUNITIES MONITORING FORM**

In accordance with its Equal Opportunities Policy, Tobermory Harbour Association will provide equal opportunities to all employees and job applicants and will not discriminate either directly or indirectly because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation.

In order to ensure compliance with its Equal Opportunities Policy, a system of monitoring has been set up. We have only asked for your name so that monitoring can take place both at the shortlisting for interview stage and at the appointment stage. Once an appointment has been made, the data given on this form will be stored on computer in an anonymised format and the form will be destroyed.

You may decide not to answer one or any of the questions on this form but if you do respond, all information provided will be treated completely confidentially and will be used solely for the purpose of equal opportunities monitoring. The monitoring form does not form part of your job application and will therefore be detached from it on receipt and stored separately. You can post this form separately if you wish. Thank you for your assistance in completing this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Title of job applied for: |  | | |
| Location of job: |  | | |
| Gender: | Male | |  |
| Female | |  |
| Undergoing, or have undergone, male to female gender reassignment | |  |
| Undergoing, or have undergone, female to male gender reassignment | |  |
| Prefer not to say | |  |
| Marital status: | Married | |  |
| Single | |  |
| In a civil partnership | |  |
| Other (please specify) | |  |
| Prefer not to say | |  |
| Age band: | Under 18 | |  |
| 18 – 21 | |  |
| 22 – 30 | |  |
| 31 – 40 | |  |
| 41 – 50 | |  |
| 51 – 60 | |  |
| 61 – 65 | |  |
| Over 65 | |  |
| Prefer not to say | |  |
| Sexual orientation: | Heterosexual | |  |
| Homosexual | |  |
| Bisexual | |  |
| Transsexual | |  |
| Prefer not to say | |  |
| Disabilities: | None | |  |
| Physical disability (please specify) | |  |
| Mental disability (please specify) | |  |
| Prefer not to say | |  |
| Race/colour nationality/  ethnic origin: | White | English |  |
|  | Scottish |  |
|  | Welsh |  |
|  | Irish |  |
|  | Other white background (please specify) |  |
| Mixed | White and Black Caribbean |  |
|  | White and Black African |  |
|  | White and Black British |  |
|  | White and Asian |  |
|  | Other mixed background (please specify) |  |
| Asian | Indian |  |
|  | Pakistani |  |
|  | Bangladeshi |  |
|  | British |  |
|  | Other Asian background (please specify) |  |
| Black | Caribbean |  |
|  | African |  |
|  | British |  |
|  | Other black background (please specify) |  |
| Chinese | |  |
| Other ethnic group (please specify) | |  |
| Prefer not to say | |  |

|  |  |  |
| --- | --- | --- |
| Religion: | Christian |  |
| Catholic |  |
| Jewish |  |
| Sikh |  |
| Muslim |  |
| Hindu |  |
| Buddhist |  |
| Rastafarian |  |
| None |  |
| Other religion (please specify) |  |
| Prefer not to say |  |

For the purposes of the Data Protection Act 1998, I hereby confirm that by completing this form I give my consent to the Company processing the data supplied on this form for the purpose of equal opportunities monitoring.

Signed: ………………………………………..

Date: …………………………………………..