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# **APPLICATION FORM – CONFIDENTIAL**

If you require this form in a format other than print, please let us know.

|  |
| --- |
| Position applied for: |

## Personal Details

|  |  |  |  |
| --- | --- | --- | --- |
| Forename(s) |  | Surname |  |
| Address |  | | |
|  | | |
| Postcode |  | | |
| Telephone No. |  | | |
| Mobile No. |  | | |
| Email Address |  | | |

|  |  |
| --- | --- |
| Are you eligible to work in the UK | **Yes/No (please delete as appropriate)** |

|  |  |
| --- | --- |
| Are you an independent traveller? | **Yes/No (Please delete as appropriate)** |
| Do you have access to a car for work purposes? | **Yes/No (Please delete as appropriate)** |

Do you require any reasonable adjustments for the interview and selection process?

**YES/NO (please delete as appropriate)**

If **YES**, please give details:

## Employment Details

In this section please tell us about your employment history, starting with most recent and working backwards. Please use additional sheets if necessary – but please note we are particularly interested in your recent experience (last 10 years or so).

### Current /Most Recent Employer

|  |  |  |
| --- | --- | --- |
| Employer & Address: |  | |
| Dates of Employment | **From** | **To** |
| Position Held |  | |
| Salary |  | |
| Notice Period |  | |
| Brief Description of your role |  | |
| Reason for Leaving |  | |

### Previous Employment

| **Date Employed From** | **Date Employed To** | **Employer** | **Position and Role Description** | **Reason for Leaving** |
| --- | --- | --- | --- | --- |
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## Membership of Professional Bodies

| **Name of Body/Membership** | **Date of Joining and Renewal Date** | **Membership No.** |
| --- | --- | --- |
|  |  |  |
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## Volunteering and other commitments

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| In this section, please give details of volunteering roles and any other commitments you may have. If you do volunteer, tell us why you chose the volunteering role you have. (If you would prefer to continue with these commitments if you are successful in your application, please use this section to tell us the approximate time commitment.) |

## Education & Qualifications

Please give details of all education and qualifications (with results) and please be prepared to provide certificates if requested.

|  |  |  |  |
| --- | --- | --- | --- |
| **Schools/College/University** | **Courses/Exams** | **Qualifications/Grades** | **Date** |
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## Personal Statement

Please use this page to demonstrate why you think your skills and experience are applicable to this role. Refer to the job description and person specification for further details of the role.

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## References

Please provide details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. References from family members will not be accepted.

**Referees will not be approached prior to a conditional offer being accepted.**

**Any offer of employment is subject to receiving satisfactory references.**

## Reference 1

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Company:** |  |
| **Relationship to applicant:** |  |
| **Address:** |  |
| **Email:** |  |
| **Telephone number:** |  |

## Reference 2

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |
| **Company:** |  |
| **Relationship to applicant:** |  |
| **Address:** |  |
| **Email:** |  |
| **Telephone number:** |  |

## Undertaking

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| --- |
| Please read and sign the following undertaking:  I confirm that the information I have given on this application form is, to the best of my knowledge and belief, true in all respects. I understand that, should I have deliberately made a false or misleading statement on this form my future employment can be terminated without notice.  Signed: Date:  **Visibility Scotland is an equal opportunities employer and we do not tolerate discrimination.** |