

LOGO

APPLICATION FORM

Please complete this form **legibly** and return it on or before the closing date specified in the advertisement. Late applications will not be considered. **ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL.** Curriculum vitae will not be accepted. Candidates should outline clearly how their qualifications and experience meet both the essential and preferred requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

1. POSITION APPLIED FOR:

2. PERSONAL DETAILS

Surname:	Telephone number (Home):
Forenames:	Telephone number (Mobile)
Dr/Mr/Mrs/Ms:	Telephone number (Work):
Address:	
Postcode:	Email:

Do you have the right to work in the UK?	Yes	No
Note: the company will require proof of this right before an offer of employment can be confirmed – eg. Birth certificate and/or any other appropriate document required to confirm your right to work in the UK as required by the Asylum and Immigration Act 1996		
Do you have a clean, current driving licence?	Yes	No
Have you a car/ access to a car for business use?	Yes	No

Have you been checked by Disclosure Scotland?	Yes	No
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3. EDUCATION

From	To	Type of School (i.e. Grammar/ Secondary)	Examinations taken and Qualifications Gained (Specify Grades)

4. FURTHER/ HIGHER EDUCATION

From	To	Name of Institution (state if Full – or- Part Time)	Subjects Taken and Qualifications Gained (Specify Grades or Degree Class Obtained)

5. MEMBERSHIP OF PROFESSIONAL ORGANISATIONS

Date Joined	Institute/ Organisation	Grade Of Membership (Where appropriate)



6. EMPLOYMENT RECORD (Please list chronologically, starting with current or last employer)

Name and Address of Employer and Nature of Business:	From: To:	Job Title: Job Function/ Responsibilities:	Final Salary and Reason for Leaving

7. TRAINING

Details of training courses attended and awards achieved, including dates, if appropriate

8. SUITABILITY FOR THIS POSITION

Please tell us why you wish to work with children.

9. EXPERIENCE

Please detail any training, work paid or voluntary you have undertaken or been involved in which is relevant to this position.

10. ABILITIES, SKILLS & KNOWLEDGE

Please use this section to tell us the kind of attributes you could bring to the team and the reasons why you think that this role would be suited to you (NB this should include examples of how you meet the person specification):

11. DISABILITY DISCRIMINATION ACT 1995

Section 1 of this Act describes a disabled person as a person with a ‘physical or mental impairment which has a substantial or long-term effect on his/her ability to carry out normal day-to-day activities’.

Using this definition, would you consider yourself to be disabled? Yes No
(please tick as appropriate)

If yes, do you require any special arrangements to be made to assist you is called for interview?
Please provide details:

12. REFEREES

Please give the details of two work related referees, including your current or most recent post.
Referees will **not** be contacted without your prior approval.

Name:	Name:
Position:	Position:
Organisation:	Organisation:
Address:	Address:
Telephone No.:	Telephone No.:
Nature of Relationship:	Nature of Relationship:

13. VERIFICATION OF INFORMATION

I certify that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn.

Signature: _____ Date: _____

Please complete the separate monitoring form enclosed.

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