



**APPLICATION FORM**  
Private and Confidential

- Please use **BLACK** ink and **CAPITAL LETTERS** when you fill in this form

<b>Position applying for:</b>	
<i>Where did you see it advertised?</i>	

**PERSONAL DETAILS:**

<b>Title:</b>	
<b>Surname:</b>	
<b>First names:</b>	
<b>Date of birth:</b>	
<b>Address inc postcode:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	
<b>Mobile number:</b>	
<b>Current driving licence:</b>	<p><b>Yes/No      Groups:                      Expiry Date:</b></p> <p><b>Details of any endorsements:</b></p>



<p><b>Are there any restrictions on you taking up employment in the UK? (all successful applicants will be requested to provide original documents demonstrating their right to work in the UK):</b></p>	<p><b>Yes/No (if yes, please provide details)</b></p>
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**EDUCATIONAL DETAILS:**

<p><b>Secondary School:</b></p>	
<p><b>Dates:</b></p>	
<p><b>Subjects and grades:</b></p>	
<p><b>Further/Higher Education Location:</b></p>	
<p><b>Dates:</b></p>	
<p><b>Subjects taken &amp; grades:</b></p>	



<b>Other qualifications:</b>	
<b>Courses you have attended:</b>	

**Employment Details: (starting from present)**

<b>1. Employer's name and address:</b>	
<b>Period of employment:</b>	
<b>Job title/Rate of Pay:</b>	
<b>Duties and responsibilities:</b>	
<b>Notice required in current post:</b>	



<b>2. Employer's name and address:</b>	
<b>Period of employment:</b>	
<b>Job title/Rate of pay:</b>	
<b>Duties and responsibilities:</b>	
<b>Reason for leaving:</b>	
<b>3. Employer's name and address:</b>	
<b>Period of employment:</b>	
<b>Job title/Rate of pay:</b>	
<b>Duties:</b>	
<b>Reason for leaving:</b>	



<b>4. Employer's name and address:</b>	
<b>Period of employment:</b>	
<b>Job title/Rate of Pay:</b>	
<b>Duties:</b>	
<b>Reason for leaving:</b>	

**PERSONAL DETAILS:**

<b>Interests and hobbies:</b>	
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**CRIMINAL RECORD:**

**Please disclose any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state "none".**

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**REFERENCES**

Please note here the names, addresses, telephone numbers of two persons from whom we may obtain both character and work experience references

<p>1.</p>       <p>Tels: Email:</p>	<p>2.</p>       <p>Tels: Email:</p>
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*Any further information you feel may support your application (continue on a separate sheet if necessary)*

**Declaration (please read this carefully before signing this application)**

1. I confirm that the above information is complete and correct and that if I am employed having provided any untrue or misleading information this may be considered to be gross misconduct and result in my summary dismissal.
2. I agree that the information in this form (including personal data and sensitive personal data) can be processed by you and that, if I am appointed, will be retained in my personnel file during my employment and for up six years thereafter
3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure and Barring Service/Disclosure Scotland for a basic disclosure. I understand that should I fail to do so or should the disclosure not be satisfactory any offer of employment may be withdrawn or my employment terminated.  
**WE NEVER SHARE YOUR DETAILS WITH ANYBODY ELSE.**

**Signed:** ..... **Date:** .....