

<b>For office use only</b> Candidate Number: <hr/>
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# Application for Employment

## CONFIDENTIAL

Please complete all sections of the form in black ink and return to the Office Manager, Children in Scotland, Princes House, 5 Shandwick Place, Edinburgh, EH2 4RG. Additional sheets may be used wherever necessary.

**The first 2 pages of the application form will be detached as soon as it is received and will not be used in the shortlisting process.**

You will be assigned a candidate number and your personal details on page 1 will only be reattached to the main application form after shortlisting has taken place. The interview panel will not see page 2 until after the interviews. This is to ensure that candidates are not discriminated against because of any information supplied.

<b>VACANCY DETAILS</b>		
Application for the post of:		
Where did you see this post advertised:		
<b>PERSONAL INFORMATION (Please complete in BLOCK letters)</b>		
Last Name:		
First Name:		
Title by which you wish to be addressed:		
Male/Female:		
Home Address ( <i>including postcode</i> ):		
Tel numbers	Daytime:	Evening:
Email address		

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**SPECIFIC REQUIREMENTS**

Children in Scotland is committed to a policy of equal opportunities for applicants and staff with disabilities.

Should you be invited to interview, in order to allow us to ensure that you have all the facilities necessary to allow you to participate fully in the interview and pre-interview test, you will be asked if you have any specific requirements – for example, a sign language interpreter, induction loop, computer equipment/software. If you wish to discuss your requirements please do not hesitate to contact the HR & Office Manager on 0131 228 8484 or email [cmacdonald@childreninscotland.org.uk](mailto:cmacdonald@childreninscotland.org.uk)

**This is for your information only. It is not necessary to provide any details when completing the application form.**

**ELIGIBILITY TO WORK IN THE UK**

Do you need a work permit to work in the UK?

YES  NO

All candidates shortlisted for interview are required to provide proof of eligibility to work in the UK.

**NOTICE PERIOD**

If appointed, how soon could you join us?

**DECLARATION**

I confirm that the information I have given on this form is correct and that misleading statements may result in my dismissal if they become known after my appointment.

If you return your application form electronically you will be asked to sign it if appointed.

Signed:

Date:

**Please note that this page will not be seen by the interview panel until after the interviews**

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**QUALIFICATIONS**

Please list below all the qualifications you have including secondary school/college/university/other. Please give details of qualifications including grades, class of degree, dates obtained and whether obtained at eg. School, college, university. *Shortlisted candidates will be required to produce original certificates for verification of qualifications. Please refer to guidance sheets.*

Date(s)	Institution and Awarding body	Subject(s) studied	Full-time or part-time	Qualification & grade/class of degree obtained

**TRAINING**

Please list any other training you have undertaken which may be relevant to the post for which you are applying.

Date from/to month/year	Training undertaken	Qualifications gained (if applicable)

**If space is insufficient please enclose a separate sheet. Please tick box if you have enclosed a separate sheet**

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**CURRENT OR MOST RECENT POSITION**

Dates of employment	From:	To:
Notice required (if applicable):		
Name of organisation:		
Address:		
Job Title:		
Present grade and salary:		
Brief description of duties:		
Reason for leaving:		

**WORK HISTORY**

Please give details of paid employment you have held, beginning with the most recent and accounting for any gaps.

Date		Organisation's name & address	Job title, brief description of duties	Reasons for leaving
From	To			

If space is insufficient please enclose a separate sheet. Please tick box if you have enclosed a separate sheet

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<b>UNPAID WORK</b>			
Please give details of any unpaid posts you have held which have provided relevant experience.			
Date		Organisation's name and address (if relevant)	Brief description of duties
From	To		
<p><b>If space is insufficient please enclose a separate sheet. Please tick box if you have enclosed a separate sheet</b> <input type="checkbox"/></p>			
<b>REFERENCES – Please see Guidance Notes</b>			
Please give contact details for at least two people willing to act as referees. At least one of the referees should be relevant to your current or most recent employment.			
Title:		Title:	
Name:		Name:	
Job title:		Job title:	
Organisation:		Organisation:	
Address:		Address:	
Tel number:		Tel number:	
Email address:		Email address:	
Relationship to applicant:		Relationship to applicant:	
<b>NB – Please refer to guidance notes</b>		<b>NB – Please refer to guidance notes</b>	

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## **INFORMATION IN SUPPORT OF APPLICATION**

Please use this section to explain why you are applying for this post and how your skills and experience relate to the responsibilities of the post:

**If space is insufficient please enclose a separate sheet. Please tick box if you have enclosed a separate sheet**