

For office use only:
Candidate number:



Application for Employment

CONFIDENTIAL

Please complete all sections of the form and return to admin@forceschildrenscotland.org.uk. If you have any problems completing or returning the form electronically please do not hesitate to contact us by e-mailing admin@forceschildrenscotland.org.uk or by calling 0131 322 7350.

The first three pages of the application form will be detached and will not be used in the shortlisting process.

The first page will only be reattached to the main application form after shortlisting has taken place and shared with the interview panel. The interview panel will not see pages 2 and 3 until after the interviews. This is to ensure that candidates are not discriminated against as a result of any information supplied.

Vacancy Details		
Application for the post of:		
How did you find out about this vacancy?		
Personal Information		
First Name:	Last Name:	
How do you wish to be addressed:		
Home Address (<i>including postcode</i>):		
Tel numbers	Daytime:	Evening:
Email address		

Declaration
<input type="checkbox"/> By ticking this box you confirm that the information you have given on this form is correct and that you know that any misleading statements may result in your dismissal if they become known after appointment.
<input type="checkbox"/> By ticking this box, you consent to the above data and all information provided in this application being held and processed for the sole purpose of recruitment and selection within Forces Children Scotland and retained for a period of up to six months from the interview date.

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Specific Requirements

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

Should you be invited to interview, we wish to ensure that all facilities necessary to enable you to participate fully in the interview and pre-interview test are available to you. We will ask you if you have any specific requirements. If you wish to discuss your requirements or share details with us please do not hesitate to contact the admin team on 0131 322 7350 or email admin@forceschildrenscotland.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? (Please delete as appropriate)

YES/NO

All candidates shortlisted for interview are required to provide proof of eligibility to work in the UK on their interview day prior to the interview taking place.

Notice Period

If appointed, how soon could you join us?

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References – Please see Guidance Notes	
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.	
Name:	Name:
Job title:	Job title:
Organisation:	Organisation:
Address:	Address:
Tel. number:	Tel. number:
E-mail address:	E-mail address
Relationship to applicant:	Relationship to applicant:
Contact before interview? Yes/No	Contact before interview? Yes/No

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

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Please ensure that this is at the top of the page so that we can separate your personal details from your application.

Qualifications				
<i>Shortlisted candidates will be required to produce original certificates for verification of qualifications. Please refer to guidance sheets for more information.</i>				
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)

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Current or most recent employment		
Dates of employment	From:	To:
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		Job title, brief description of duties
From	To	
Organisation name and address		
		Reasons for leaving:

Date		Job title, brief description of duties
From	To	
Organisation name and address		
		Reasons for leaving:

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Work history continued		
Date		Job title, brief description of duties
From	To	
Organisation name and address		Reasons for leaving:

Date		Job title, brief description of duties
From	To	
Organisation name and address		Reasons for leaving:

Date		Job title, brief description of duties
From	To	
Organisation name and address		Reasons for leaving:

Date		Job title, brief description of duties
From	To	
Organisation name and address		Reasons for leaving:

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Membership of professional organisations	
Please list below:	
Date	Name of professional organisation

Unpaid work			
Please provide details of experience that you have gained through unpaid work.			
Date		Organisation's name and address (if relevant)	Brief description of duties
From	To		

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Information in support of application
This section is for you to demonstrate why you are suitable for this post. Please refer to the person specification for the role and demonstrate how you meet each criteria. You can write up to 1200 words in response to this question.
