**Application form**

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| **Position Applied for:** |

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| **1 Personal Details** |

|  |  |
| --- | --- |
| First name | Surname |
| Home Address | Contact tel number |
| Email |

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| --- |
| **2 Referees** |

|  |  |
| --- | --- |
| **Current or most recent employer**  Full name | **Second referee**  Full name: |
| Position: | Position: |
| Organisation & contact address: | Organisation (if relevant) & contact address: |
| Email and contact no (s): | Email and contact no (s): |

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| 3 Declaration |
| Please sign this declaration after you have completed all parts of the form.  I declare that to the best of my knowledge and belief all the information I have provided in this application form is complete and true. I understand that any false or misleading statement or any significant omission may disqualify me from employment and render me liable to dismissal.  I consent to the above data being held and processed for the sole purpose of recruitment and selection within Inspiring Scotland being retained for a period of 6 months should my application be unsuccessful. I also consent to references being taken from the referees detailed in section 2 above, in the event of me being offered the position applied for at Inspiring Scotland.  All data provided is treated in confidence and processed in accordance with the General Data Protection Regulation (GDPR).  Signed: Dated: |

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|  |  |  |  |
| --- | --- | --- | --- |
| **4 Qualifications** | | | |
| *Please list any qualifications you hold, starting with the most recent:* | | | |
| From-To |  | Educational Institute  (school, college, university) | Qualification (level, subject) |
|  |  |  |  |
| **5 Membership of Professional Organisations & Relevant Training** | | | |
|  | | | |
| *Please list any:* | | | |
|  | | | |
| **6 Present Employer** | | | |
| Organisation name |  |  | |
| Position: |  |  | Date appointed: |
| Salary: |  |  | Notice required: |
| Additional benefits: |  |  | Reason for  leaving: |

Please outline your duties and responsibilities:

**7 Employment History**

*Please tell us about your employment history (excluding your present employer as detailed at 6)*

|  |  |  |  |
| --- | --- | --- | --- |
| From/to | Employers name | Post held | Reason for  leaving |
|  |  |  |  |
| **8 Voluntary Work** | | | |

*Please tell us about any relevant voluntary work you have done*

|  |  |  |
| --- | --- | --- |
| From/to | Voluntary work | Reason for  leaving |
|  |  |  |

**9 Supporting Information**

Please tell us about your skills and experience. Please set these out clearly against the essential and desirable criteria in the job description. The limit for this section is 2 pages.

**9 Supporting Information (contd)**

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| **9 Supporting Information (contd)** |

What attracted you to apply for this post?

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Is there anything else you want us to know in support of your application?

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|  |

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