|  |  |  |
| --- | --- | --- |
| **For official use only** | | **CONFIDENTIAL** |
| Applicant Reference | Date of Application |
|  |  |



**Application for Employment**

**Aberdeen Foyer**

**Sir Ian Wood House**

**Hareness Road**

**Aberdeen**

**AB12 3LE**

**Tel.** 01224 373874

**Web.** [**www.aberdeenfoyer.com**](http://www.aberdeenfoyer.com)

|  |
| --- |
| Closing Date : |

|  |
| --- |
| **Data Protection Act 1998:**  The information that you provide is subject to the protection of the Data Protection Act 1998 and will not be used for any alternative purpose without your consent. |

Q.1 Post Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q.2 Where did you see the vacancy advertised?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q.3 Personal Details (Please use capitals)

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Daytime Tel. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:………………………………………………………………………………………..

If selected for interview, will you be able to produce evidence at interview to confirm that you are entitled to legally work in the UK.

**Yes**  **No**

**If no, please explain:………………………………………………………………………..**

Current Clean Driving Licence

**Yes  No**

**Any detail of driving convictions (pending or otherwise) should be included in the Declaration of Criminal Offences Form.**

Car Owner?  **Yes  No**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Q.5 | **Education** | | | | | |
| Schools Attended | Dates | | | Examinations | |
| (Secondary Education) | From |  | To | Subjects | Results |
|  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Q.6 | **Further Education** | | | | | |
| College/University | Dates | | | Examinations | |
|  | From |  | To | Full or  Part Time | Qualifications gained (dates achieved) or working towards |
|  |  |  |  |  |  |

**Q7. Membership of Technical or Professional Associations:**

(show grade(s) and relevant dates)

**Any Other Educational/Course Information:**

**EMPLOYMENT:**

**Q.8 Present or most recent Employer:**

Employer’s Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.a.

Employer’s Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period of Notice Required: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Duties of Present Post:

Q.9 **Previous Employer**: (if necessary, please continue on a separate sheet)

Employer’s Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.a.

Employer’s Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Duties:

**Previous Employer**:

Employer’s Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ p.a.

Employer’s Business: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for leaving:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q10 Please use this section in support of your application with reference to your particular experience and suitability for the post and reasons why you have applied for this post.

You may wish to include your hobbies and interests, any public duties you carry out or any voluntary work you have undertaken. Describe the essential experiences, skills and qualities that you would bring to this role.

Q11. **Referees**

Please name two referees, one of whom should be your present or most recent line manager.

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  Job Title:  Email: | Name:  Job Title:  Email:   |  |  | | --- | --- | |  |  | |
| Address: | Address: |
|  |  |
| Post code: | Post code: |
| Occupation: | Occupation: |
| Telephone No: | Telephone No: |

May we request a reference prior to interview? **Yes: No:**

It will be assumed that it is in order to approach referees after interview without further consultation unless you clearly state otherwise.

Please note that any offer of employment is made subject to satisfactory references.

Q.12 Name of any Board Member or Employee of Aberdeen Foyer to whom related or acquainted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CANVASSING:**

Canvassing of Board Members or Employees of the Foyer, directly or indirectly, in connection with an appointment, shall disqualify the candidate.

**Declaration of Criminal Offences**

Please detail any offence(s) of which convicted in the “Criminal Convictions Declaration Form” provided (unless conviction is spent under the terms of the Rehabilitation of Offenders Act 1974) This also includes any driving offences that are current or pending. Please return to HR who will retain the confidentiality of the documents

**Health**

Any offer of employment may depend upon the results of a pre-employment medical, where appropriate.

Declaration: I confirm that to the best of my knowledge, information supplied by me on this application form and any supporting paperwork is correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.

I agree that if I am successful in this application, I will, if required, apply to disclosure Scotland/Criminal Records Bureau for a PVG or appropriate disclosure. I understand that should this not be to the satisfaction of the organisation any offer of employment may be withdrawn or my employment terminated.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE RETURN COMPLETED FORM TO:** [**HR@aberdeenfoyer.com**](mailto:HR@aberdeenfoyer.com)

Or post to: **Mrs Diane Gill, Aberdeen Foyer, Human Resources Department, Sir Ian Wood House, Hareness Road, Aberdeen AB12 3LE**

Please mark the envelope: **Confidential – Job Application**