Application Form

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| Before completing this application form, please refer to the instructions provided within your information pack. Please complete in black ink or type. | |
| Post applied for: |  |
| Date of application: |  |

1. Personal Information

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| --- | --- |
| Personal Details | |
| Full Name |  |
| Address  (including Post code) |  |
| Contact telephone number |  |
| Email address |  |
| How did you hear about this post? |  |
| Your Nationality at birth |  |

|  |  |
| --- | --- |
| Residency |  |
| Are you a legal resident in the UK? | Yes / No |
| Are you entitled under the UK Immigration Act 1996 to work in the UK? | Yes / No |
| Are there any restrictions applicable to this continuing entitlement? | Yes / No |
| If yes what are these? | |
| Do you require a work permit? | Yes / No |
| If yes, what date does it expire? |  |

1. Education

(please give details of your full-time education and qualifications gained)

|  |  |  |
| --- | --- | --- |
| Name of institution | Subjects undertaken | Qualification |
|  |  |  |

3. Further Education including membership of professional bodies

(please give details of any further education and qualifications gained)

|  |  |  |
| --- | --- | --- |
| Name of institution | Subjects undertaken | Qualification and Grade |
|  |  |  |

4. Courses Attended

(please give details of any courses attended and qualifications gained)

|  |  |  |
| --- | --- | --- |
| Name of institution | Subjects undertaken | Qualification |
|  |  |  |

5. Employment History

(Please give details of jobs you have held starting with your present or most recent employer and work backwards in chronological order. Include in this any periods of military service, registered unemployment and temporary/voluntary employment.)

|  |  |  |
| --- | --- | --- |
| Job Title | Employer | Length of Service (start and finish dates) |
|  |  |  |
| Key Responsibilities: | | |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| Job Title | Employer | Length of Service (start and finish dates) |
|  |  |  |
| Key Responsibilities: | | |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| Job Title | Employer | Length of Service  (start and finish dates) |
|  |  |  |
| Key Responsibilities: | | |
| Reason for leaving: | | |

|  |  |  |
| --- | --- | --- |
| Job Title | Employer | Length of Service  (start and finish dates) |
|  |  |  |
| Key Responsibilities: | | |
| Reason for leaving: | | |

**6. Meeting the Person Specification**

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| --- |
| Please provide your interpretation of why you think you meet the person specification. Please attach on a separate sheet if necessary. |
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**7. Other Information**

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| Please detail any other information in support of your application. |
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**8. Other Interests**

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| Please provide details of any hobbies, interests you may have. |
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**9. General Questions**

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| --- | --- |
| Please provide the details required. |  |
| Have you ever worked for, or applied to Keep Scotland Beautiful? If yes, please give details |  |
| If selected when would you be available to take up employment with Keep Scotland Beautiful? |  |
| If the person specification for this role indicates a requirement to hold a clean UK driving licence, please confirm. |  |

**10. Criminal Convictions**

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| --- | --- |
| Protection of Vulnerable Groups | |
| The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent unless the role is exempt from the Act.  However, you must declare all spent/unspent convictions if the role you are applying for is subject to the Protection of Vulnerable Groups (PVG) Scheme  If the role requires a PVG check it will be stated in the role description and is mandatory.  Failure to disclose such convictions could result in disciplinary action which could include dismissal. | |
| **Do you have a current PVG Scheme Record?** | Yes / No |

|  |  |
| --- | --- |
| For posts that are NOT subject to PVG Disclosure checks |  |
| Do you have any unspent convictions or cautions? | Yes / No |
| If yes, please detail offence(s) including date(s) and sentence(s) | |

11. Guaranteed Interview Scheme

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| Do you wish to be considered under the Guaranteed Interview Scheme?  (*please refer to section 11 of the Application Guidance Notes*) | Yes / No |

12. Referees

Please give details of two people (not relatives) that we could approach for references, **one of which should be your current or most recent employer**.

Please ensure that you have obtained their permission prior to submission.By completing this section, we will assume you have given these referees permission to disclose information about you to us.

**We shall only seek references for candidates for whom a job offer is made.**

|  |  |
| --- | --- |
| Employment Referee | |
| Name of Referee |  |
| Designation / Position |  |
| Organisation |  |
| Address |  |
| Contact telephone number |  |
| Contact email address |  |
| Capacity in which they are known to you |  |

|  |  |
| --- | --- |
| Other Referee | |
| Name of Referee |  |
| Designation / Position |  |
| Organisation |  |
| Address |  |
| Contact telephone number |  |
| Contact email address |  |
| Capacity in which they are known to you |  |

13. Data Protection

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| --- | --- |
| Please read and sign below | |
| Under the Data Protection Act 2018, Keep Scotland Beautiful is required to notify applicants and prospective employees on how their data will be processed and used. All of this application form, apart from the equal opportunities monitoring form, will be retained by Keep Scotland Beautiful for a maximum of six months, unless you are the successful applicant for the post, in which case the application form will become part of your employee record. Some of the data you provide is considered Sensitive Personal Data under the Data Protection Act i.e. gender, race. This information will be used to assist us with recruitment monitoring. It will be held separately from the application form. It will also be held in computer format.  I verify that the information provided is correct and complete and by signing I give my consent to Keep Scotland Beautiful holding the above information and using this data as described. This includes declaring any unspent convictions. I acknowledge that if I am accepted for employment, and it is determined at some future date that any information I have provided in connection with my application is either incorrect or deliberately misleading, such misrepresentation will be treated as gross misconduct and will render me liable to instant dismissal.  I confirm I am not subject to immigration control (Asylum and Immigration Act 1996). | |
| Signed |  |
| Date |  |

***Please note that an electronic submission is deemed a signed and endorsed application.***

**Completed Applications**

Please return your completed application and equal opportunity forms to: **jobs@keepscotlandbeautiful.org**