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| **CONFIDENTIAL APPLICATION FOR EMPLOYMENT** |  |
| **Please complete using black ink or typescript and return by the closing date indicated.****This application form can also be downloaded from: www. scqf.org.uk** |
| **Job Title** |  |
| **Closing Date** |  | **Ref Number** |  |
| **Section 1 Personal Details** |
| **Surname** |  | **Forename(s)** |  |
| **Address** |  | **Postcode** |  |
| **E-mail address** |  | **National****Insurance No.** |  |
| **Telephone numbers** | Home |  | Business |  |
| Mobile |  | May we contact you at work? | Yes / No |
| Please indicate your preferred method of communication should we wish to progress your application | E-mail | Phone | Post |
| Yes / No | Yes / No | Yes / No |
| Are you eligible to work in the UK? |  |
| **Section 2 Present employment/ self-employment** (if currently unemployed state most recent employment and reason for leaving) |
| **Employer’s name** |  |
| **Address** |  |
| **Job title** |  |
| **Dates employed** |  |
| Brief description of duties and responsibilities: |
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| **Post Reference No.:**  |
| **Salary**  |  |
| **Notice period required** |  |
| **Previous Employment (including dates employed)**(please list all jobs held in chronological order commencing with the most recent, explaining any gaps and continuing on a separate sheet if necessary) |
| **Employer** | **Post held and dates** | **Brief description of duties** | **Reason for leaving** |
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| **Post Reference Number:**  |
| **Employer** | **Post held and dates** | **Brief description of duties** | **Reason for leaving** |
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| **Section 3 Relevant Education, Skills, Training or Volunteering activity** (detail any qualifications and/or training programmes relevant to your application) |
| **Qualification/Course** | **Award attained/ comparable SCQF level and year** |
| Please equate qualifications to the Scottish Credit and Qualifications Framework levels where possible |  |

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| **Post Reference Number:**  |
| **Please detail any paid outside activities that you would wish to continue whilst in SCQF Partnership employment:** |
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| **Application Statement** |
| Study the job description and **provide specific examples of the skills** you have gained which would enable to fulfil the responsibilities of this post in **no more than 750 words**. You may also include any other information that you feel is relevant to your application, e.g. personal qualities, achievements at work, non-work related or voluntary work experience. Continue on a separate sheet if necessary. |
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| **Post Reference Number:**  |
| **Application Statement** (continued) |
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| **Post Reference Number:**  |
| How did you find out about this vacancy? |
| **Referees** |
| Please give the contact details of two referees, one of which should be your most recent employer or if studying full-time, a referee from school, college or training establishment. The second referee should have a knowledge of your work preferably from a line manager’s perspective.  |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
| **Telephone No.** |  | **Telephone No.** |  |
| **Fax No.** |  | **Fax No.** |  |
| **E-mail** |  | **E-mail** |  |
| **Relationship to you** |  | **Relationship to you** |  |
| May we approach this referee without contacting you? | May we approach this referee without contacting you? |
| Yes / No | Yes / No |
| If you indicate ‘yes’, we will normally approach your referee(s) after the interview date. |
| I confirm that the information given on this form is, to the best of my knowledge, true and complete.Any false statement may be sufficient cause for rejection, or if employed, dismissal. |
| Please state if you will **not** be available for interview on xxxxx.**We will consider if we can provide an alternative but if this is not possible we may be unable to take your application further.** |  |
| **Signature** |  | **Date** |  |
| **Please return your application to** B.Wallace@scqf.org.uk **along with a completed Diversity Monitoring Form** **Please quote the reference number of the post in the subject heading of your e-mail** |