|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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: | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** |
|  |  | |  |  |
|  |  | |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post Reference Number:** | | | | |
| **Employer** | **Post held and dates** | **Brief description of duties** | | **Reason for leaving** |
|  |  |  | |  | |
|  |  |  | |  | |
| **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 | | |  | | | |

|  |
| --- |
| **Post Reference Number:** |
| **Please detail any paid outside activities that you would wish to continue whilst in SCQF Partnership employment:** | |
|  | |
| **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. | |
|  | |

|  |
| --- |
| **Post Reference Number:** |
| **Application Statement** (continued) |
|  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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](mailto: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** | | | | | | | | | |