The Walled Garden

Bush Estate

Midlothian

EH26 0SB

0131 445 5577

[www.select.org.uk](http://www.select.org.uk)

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| **APPLICATION FORM** |

|  |  |
| --- | --- |
| **Position applied for:** |  |
|  |  |
| **Closing date:** |  |

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| --- | --- |
| **Where did you hear about this post?:** |  |

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| --- |
| **1 . PERSONAL DETAILS** |

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| --- | --- | --- | --- | --- |
| **Surname:** |  |  | **Preferred Title:** |  |
|  |
|  |  |  |  |  |
| **First name(s):** |  |  | **Known as:** |  |
|  |
|  |  |  |  |  |
| **Address:** |  |  | **Phone number:** |  |
|  |
|  |  |  |
|  | **Mobile number:** |  |
|  |
|  |  |  |
|  | **Email Address:** |  |
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| **2. PRESENT / MOST RECENT POSITION** |

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| --- | --- | --- | --- | --- | --- |
| **Job Title:** |  | |  | **Main Duties:** |  |
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| **Employer:** |  | |  |
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|  |  | |  |
| **Salary:** |  | |  |
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| **Dates of employment:** |  | |  |
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| **Reason for leaving:** |  | |  |
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| **3. REFERENCES** |

Please give details of two references, at least one of which should be your most recent employer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name**: |  |  | **Name**: |  |
|  |
|  |  |  |  |  |
| **Position**: |  |  | **Position:** |  |
|  |
|  |  |  |  |  |
| **Company**: |  |  | **Company:** |  |
|  |
|  |  |  |  |  |
| **Address:** |  |  | **Address:** |  |
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|  |
|  |  |  |  |  |
| **Phone**: |  |  | **Phone**: |  |
|  |
|  |  |  |  |  |
| **Email**: |  |  | **Email:** |  |
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**4. WORK HISTORY (most recent first)**

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| --- | --- | --- | --- | --- |
| **FROM** | **TO** | **EMPLOYER’S NAME AND ADDRESS** | **POSITION AND DUTIES** | **REASON FOR LEAVING** |
|  |  |  |  |  |

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| **5. VOCATIONAL / ACADEMIC HISTORY** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PLACE OF STUDY** | **COURSE** | **QUALIFICATION OBTAINED** | **GRADE / LEVEL** | **CURRENTLY VALID?** |
|  |  |  |  |  |

**6. MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |  |
| --- | --- | --- |
| **PROFESSIONAL BODY** | **MEMBERSHIP NUMBER IF APPROPRIATE** | **NUMBER OF YEARS AS A MEMBER** |
|  |  |  |

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| **7. OTHER RELEVANT DETAILS (please tick or complete as appropriate)** |

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| --- | --- | --- | --- | --- |
| **Do you have the right to work in the UK?** |  | Yes |  | No |
|  |  |  |

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| --- | --- |
| **Are there any dates when you are UNAVAILABLE for interview:** |  |

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| --- | --- | --- | --- | --- |
| **Do you have any unspent criminal convictions?** |  | Yes |  | No |
|  |  |  |
| If yes, we invite you to enclose details in a confidential sealed envelope marked for the attention of the Director of Employment and Skills. |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Do you have a valid UK driving licence?** |  | Full |  | Provisional |  | None |
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| --- | --- | --- | --- | --- |
| **Do you have access to a car?** |  | Yes |  | No |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Do you have any licence endorsements?** |  | Yes |  | No |  | N/A |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you consider yourself to be disabled?** |  | Yes |  | No |
|  |  |  |
| The Equality Act 2010 defines disability as having a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities. |  |  |  |  |

|  |  |
| --- | --- |
| **Please give details of any adjustments you’d like us to make to our interview process to accommodate a disability:** |  |

|  |  |
| --- | --- |
| **Current Notice Period, if applicable:** |  |

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| **8. SUPPORTING STATEMENT – continue on separate sheet if necessary**  (please reference the job description and person specification in order to highlight your suitability for this role) |

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| **9. PRIVACY NOTICE** |

SELECT gathers the personal data requested in this form in order to assess the suitability of applicants for roles within SELECT, and is therefore gathered in line with *legitimate business interests* under General Data Protection Regulations.

The personal data is used to maintain contact with applicants during the recruitment process, and to verify claims made within the application form.

This completed application form will be viewed only by SELECT’s hiring team for each position, who will usually comprise a representative from the Employment and Skills Function, and a representative from the relevant hiring Function.

The application will be stored on paper in a locked file for six months after any successful candidate has been appointed, or after a failure to appoint any candidate. This application form will then be destroyed.

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| **10. DECLARATION** |

**I**

I declare that to the best of my knowledge and belief, all of the information I have provided is correct. I understand that any false statement or omission may result in my application being withdrawn or my employment terminated.

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

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