

Glen Urquhart Childcare Centre

Scottish Charitable Incorporated Organisation SC024692

Application for Employment

PRIVATE AND CONFIDENTIAL

The above Organisation is committed to pursuing Equal Opportunities

Please note that if you are filling this application form electronically, the box sizes have been fixed to avoid the form shifting around. Please feel free to include additional sheets if any of the boxes are not big enough for your requirements.

PLEASE INDICATE THE POST(S) FOR WHICH YOU WISH TO BE CONSIDERED

Post Title Applied For:	
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DATA PROTECTION ACT 1998

The personal information collected on this form will only be used for the purposes of recruitment and selection for the post(s) you have applied for with the organisation. The information will not be used for any other purpose nor will it be disclosed to any third party Our policy on retention of information is that all recruitment records are destroyed 6 months after the unsuccessful applicant is advised of the outcome of their application. Please confirm, by signing below, that you give consent for your information to be used in our recruitment and selection process.

I am aware that:

- The organisation will create computer and paper records on me during the recruitment and selection process;
- If successful, the organisation will create and maintain computer and paper records on me during my employment and after I leave; and
- These records will be processed in compliance with the Data Protection Act 1998 or successor legislation.

Signature:

Date:

On occasion, the organisation considers applicants from one recruitment exercise for another post within the organisation. Please indicate below if you consent to this.

I do / do not (*Please delete as appropriate*) consent to the organisation using my application for consideration for other posts within the organisation.

Signature:

Date:

IMPORTANT

- Please note that if you are successful in your application for employment with this organisation you will be required to: Provide proof of your right to work in the UK in terms of the Asylum and Immigration Act 1996
- Complete a Protecting Vulnerable Groups (PVG) Scheme Membership Application Form (where applicable)
- Produce two written references
- Complete an application form for SSSC Registration

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PERSONAL DETAILS

Surname:		Forename(s):			
Any previous names you have been known by:					
Permanent Address:					
Postcode:					
Address for Communication: (if different from above)					
Postcode:					
Telephone (Home):		Telephone (Day):			
Email Address:					
Do you hold a current UK driving licence?			Yes / No (<i>Please delete as appropriate</i>)		

EDUCATION & QUALIFICATIONS

Qualifications Achieved	Grades	Name of Course/Study	Full / Part time	Date From	Date To

(Please continue on a separate sheet if necessary)

MEMBERSHIP OF PROFESSIONAL ASSOCIATION(S)

Please give details, including your level of membership (i.e. corporate, student, associate, affiliate, etc.)

Name of Professional Association	Level of Membership

RELEVANT REGISTRATION

Are you registered with the Scottish Social Service Council?	Yes / No <i>(Please delete as appropriate)</i>		
If yes, please state your SSSC Registration Number:		Date of Birth:	
Are you registered with the Protecting Vulnerable Groups (PVG) Scheme?	Yes / No <i>(Please delete as appropriate)</i>		
If yes, please state your PVG Scheme Membership Number:		Date of Issue:	

VOLUNTARY WORK

We would like to know about any voluntary work that you may have undertaken, e.g. community activities, serving on committees, caring for dependants, etc.

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EMPLOYMENT HISTORY

Please give details of your *current* employment or your most *recent* employment if you are not currently employed.

Dates (month & year)		Employer's Name, Address & Business	Job Title & Main Duties	Reason for Leaving
From	To			
Employer's Tel No:			Current/most recent salary (per annum):	

EMPLOYMENT HISTORY (CONTD)

Please give details of Previous Employers – start with the most recent and continue on a separate sheet if necessary

Dates (month & year)		Employer's Name	Job Title & Main Duties	Reason for Leaving
From	To			

STATEMENT IN SUPPORT OF APPLICATION *(Please continue on a separate sheet if necessary)*

Please state why this post interests you:

What personal skills and qualities do you think you can bring to this post?

REFERENCES

Please give details of 2 referees, one of whom must be from your current employer/last employer.

Please note: Family members or acquaintances may NOT be used as referees.

If applicable, may we contact your current employer prior to interview? Yes / No *(Please delete as appropriate)*

Name:		Name:	
Address:		Address:	
Postcode		Postcode	
Tel No.		Tel No.	
Relationship to applicant		Relationship to applicant	

DECLARATION

The details of this application form are correct to the best of my knowledge. If I am subsequently engaged, I accept that I am liable to instant dismissal and to forfeit all claims to superannuation or cash benefits if there has been any falsification of information contained herein.

Signature:

Date:

PLEASE RETURN COMPLETED FORM TO:

Mrs Audrey MacLennan
Manager
Glen Urquhart Childcare Centre
Pitkerrald Road
Drumnadrochit
Inverness Shire
IV63 6XA

Please specify how this vacancy came to your attention: