

## APPLICATION FOR EMPLOYMENT - CONFIDENTIAL

**Personal Details**

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| Post applied for |  | |
| Location |  | |
| How did you learn of this vacancy? | |  |

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| --- | --- | --- | --- |
| Your name |  | Title |  |
| Address  Postcode |  | | |

**May we, with discretion, phone you at work?** Yes  No

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| --- | --- | --- | --- |
| Home Tel |  | Email |  |

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| Mobile No |  | Work Tel if appropriate (see above) |  |

#### When would you be available to start in this post in relation to any notice period in your current

#### post and / or to other commitments which you may have?

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**Education and Training**

Starting with the most recent, please list your education (including school and further) and your qualifications and training to date.

**Qualifications gained** **relevant to Details (including institutions**

**your application**  **attended)**

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### Memberships that you hold (professional or technical)

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#### Employment history

Please detail all jobs held, **starting with your current or most recent employer.** Include here any part-time work.

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| Dates employed  (month/year to month/year) | Employer name, location, type of enterprise | Job titleYour responsibilitiesKey achievements | **Reasons for leaving**  **Final salary** |
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### Other work / relevant experience

### Please outline the nature of any other work you have been involved on a voluntary, occasional and /or freelance basis.

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| Period of your involvement | Nature of work and Organisation engaged with | Description of your engagement |
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### Relevant skills, experience and knowledge

To support your application, outline how your skills, experience and knowledge match the requirements of the Person Specification for the post you are applying for. Please draw on previous work and wider experience which is relevant to the post Job Description.

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**Why are you interested in this LINK post?**

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**Referees whom we can contact**

Please give names and contact details for **two** referees, at least one of whom relates to your present or most recent employment. This should be someone employed at a more senior level to you (eg., your line manager).

*(PLEASE NOTE: Relatives are not acceptable as referees)*

**1st Referee’s Name 2nd Referee’s Name**

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**Position held & their relationship to you Position held & their relationship to you**

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**Organisation name & address Organisation name & address**

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**Email address Email address**

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#### Telephone Telephone

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**Declaration**

The information on this form will be used for recruitment and selection purposes only, and if your application is successful it will form part of your employment record. All unsuccessful applications will be destroyed within twelve months from the closing date.

**Are you eligible to work in the UK (Please mark the appropriate box)?**

**Yes No**

**Do you require a work permit to work in the UK (Please mark the appropriate box)?**

**Yes No**

**Is your ability to do the job applied for here in any way limited, and if so, how can this be overcome?**

**Yes No**

**Detail:**

**Do you have any of any convictions which are not yet spent (i.e. unspent) under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?** **(**Failure to declare relevant information, by entering a mark in one of these boxes, may affect your appointment if your application is successful.)

**Yes No**

If it is discovered that you have given any information which you know to be false, or withhold any relevant information your application may be rejected or any subsequent employment terminated.

Scottish Environment LINK is committed to equal opportunities for all, irrespective of sex, colour, ethnic origin, disability, age, marital status, religious or political beliefs, trade unions membership, sexual orientation or other irrelevant distinction.

As part of our commitments to promoting fair procedures for recruitment and selection and monitoring our staff and volunteer population, we ask all applicants to complete our **Equality and Diversity monitoring form.** This information is collected on a confidential basis and will be used solely for monitoring purposes, and will not be made available to any selector, unless otherwise stated. Certain information will be held and processed on computer in accordance with LINK’s registration under the Data Protection Act.

**Yes No**

**I confirm that the information contained in this application form is correct.**

By completing your name below and emailing the application form, this will be accepted as your signature.

##### Name

##### Date

### Please submit this application form, along with the Equality and Diversity Monitoring form,

### By the closing date indicated to [recruitment@scotlink.org](mailto:recruitment@scotlink.org)