

APPLICATION FOR EMPLOYMENT

Post applied for:

Where did you see this post advertised?

PERSONAL DETAILS

Title (Mr/Mrs/Ms/Dr etc):

Forenames:

Surname/family name:

Home address:

Postcode:

Tel no:

Mobile no:

Email address:

INVOLVEMENT WITH LEUCHIE HOUSE

Have you worked, volunteered or been involved with Leuchie previously?

Yes / No

If yes please give details:

DISCLOSURE

Are you currently registered with Disclosure Scotland (or equivalent)?

Yes / No

If yes please provide your PVG Scheme ID: _____

EDUCATION & QUALIFICATIONS

Name of institution (School/College/University)	Dates		Subjects / Examinations taken	Result / Grade
	From	To		

Please continue on a separate sheet if necessary.

PROFESSIONAL MEMBERSHIPS

Please list membership of any professional bodies together with registration and expiry dates:

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TRAINING AND DEVELOPMENT

Please give details of any training courses or events you have attended which are relevant to this post:

Date	Course title	Course provider

EMPLOYMENT / VOLUNTEER HISTORY

Job title:

Employer:

Start date:

End date

Reason for leaving:

Key duties:

Job title:	
Employer:	Key duties:
Start date:	
End date:	
Reason for leaving:	
Job title:	
Employer:	Key duties:
Start date:	
End date:	
Reason for leaving:	
Job title:	
Employer:	Key duties:
Start date:	
End date:	
Reason for leaving:	
Job title:	
Employer:	Key duties:
Start date:	
End date:	
Reason for leaving:	
Job title:	
Employer:	Key duties:
Start date:	
End date:	
Reason for leaving:	
Job title:	
Employer:	Key duties:
Start date:	
End date:	
Reason for leaving:	

SUPPORTING STATEMENT

Please write a brief statement below on how you meet the requirements of the job (referring to the job description / person specification) and why you are applying:

EMPLOYMENT REFERENCES

All offers of employment are subject to the receipt of two satisfactory written references. Please give the names and addresses of two referees, one of which should include your current or most recent employer / tutor:

Name of referee:	Job title:
Company name:	Relationship to you:
Address:	
Email address:	
Tel:	Can we contact this referee now? Yes / No
Name of referee:	Job title:
Company name:	Relationship to you:
Address:	
Email address:	
Tel:	Can we contact this referee now? Yes / No

FURTHER INFORMATION

Do you need a work permit or sponsorship to work in the UK?

Yes / No

If you currently hold a work permit or Visa please give details including its type and expiry date:

Type:

Expiry date:

Do you hold a full UK driving licence?

Yes / No

If no please give details:

EQUAL OPPORTUNITIES

Leuchie House is proud to be an equal opportunities employer and we treat all job applicants, employees and volunteers fairly and equally. We are committed to creating an inclusive working environment, promoting and providing equal opportunities in employment, respecting diversity and avoiding unlawful discrimination at recruitment and in all contact. We welcome applications from all individuals.

If selected for interview, please inform a member of our HR team if you require any reasonable adjustments to be made.

THE PROTECTION OF VULNERABLE GROUPS (SCOTLAND) ACT 2007

The post that you have applied for is regulated work with protected adults. You are therefore required to disclose all unspent convictions. Disclosure Scotland offers guidance on which spent convictions must be declared. Please record below details of any unspent and relevant spent convictions, cautions and any relevant non-conviction information.

Have you been convicted of any criminal offence?

Yes / No

If yes please provide details:

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 12 months after the closing date for the positions advertised.

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.

I confirm that the information contained in this application form is correct. I consent to my data being processed for this purpose.

Signed: _____ Date: _____

CONTACT US

Thank you for completing your application form. Please return to:

HR Dept., Leuchie House, North Berwick, EH39 5NT

Email to: HR@leuchiehouse.org.uk

Tel: 01620 892864