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| **APPLICATION FOR EMPLOYMENT** |
| Post applied for: |
| Where did you see this post advertised? |

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| **PERSONAL DETAILS** | |
| Title (Mr/Mrs/Ms/Dr etc): | Forenames: |
| Surname/family name: | |
| Home address:  Postcode: | |
| Tel no: | Mobile no: |
| Email address: | |

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| **INVOLVEMENT WITH LEUCHIE HOUSE** |
| Have you worked, volunteered or been involved with Leuchie previously? **Yes / No** |
| If yes please give details: |

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| **DISCLOSURE** |
| Are you currently registered with Disclosure Scotland (or equivalent)? **Yes / No** |
| If yes please provide your PVG Scheme ID: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ |

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| **EDUCATION & QUALIFICATIONS** | | | | |
| Name of institution (School/College/University) | Dates | | Subjects / Examinations taken | Result / Grade |
| From | To |
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Please continue on a separate sheet if necessary.

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| **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 |
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| **EMPLOYMENT / VOLUNTEER HISTORY** | |
| 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: |

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| **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: |

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| **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** |

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| **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: |

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| **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. |

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| **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: |

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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 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** |