|  |  |
| --- | --- |
|  | Fife Forum |

# Employment Application

All information will be treated as strictly confidential and no approach will be made to any person without your permission. Please print clearly.

**If you obtained this position, would you continue in any other employment?**

Yes/No Detail:

**Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?**

Yes/NoDetail:

**Are you entitled to enter or remain in the UK and undertake the work in question?**

Yes/No

Local Area Co-ordinator

**Position Applied For:**

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | Gender Pronoun |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | House/Flat No. |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | Town/City | Region | Postcode |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone/Mob: |  | Email |  |

## Education & Relevant Training

|  |  |
| --- | --- |
| Establishment: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Qualification(s)/Accreditation Achieved or Outline of Relevant Training:

## Education & Relevant Training (Cont/…)

|  |  |
| --- | --- |
| Establishment: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Qualification(s)/Accreditation Achieved or Outline of Relevant Training:

|  |  |
| --- | --- |
| Establishment: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Qualification(s)/Accreditation Achieved or Outline of Relevant Training:

|  |  |
| --- | --- |
| Establishment: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Qualification(s)/Accreditation Achieved or Outline of Relevant Training:

|  |  |
| --- | --- |
| Establishment: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Qualification(s)/Accreditation Achieved or Outline of Relevant Training:

**Employment History**

|  |  |
| --- | --- |
| Establishment & Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Brief Outline of Role & Responsibilities including any Achievements:

|  |  |
| --- | --- |
| Establishment & Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Brief Outline of Role & Responsibilities including any Achievements:

|  |  |
| --- | --- |
| Establishment & Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Brief Outline of Role & Responsibilities including any Achievements:

|  |  |
| --- | --- |
| Establishment & Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Brief Outline of Role & Responsibilities including any Achievements:

## Employment History (Cont/…)

|  |  |
| --- | --- |
| Establishment & Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Brief Outline of Role & Responsibilities including any Achievements:

|  |  |
| --- | --- |
| Establishment & Job Title: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From: |  | To: |  |  |

Brief Outline of Role & Responsibilities including any Achievements:

## Voluntary or Community Work Experience

Please detail any relevant unpaid experience relevant to the role applied for:

## Interests & Additional Statement

Please detail any interests you wish to share and/or additional statements which might support your application:

**Please list any criminal conviction other than ‘spent’ convictions; if there are none state ‘None’:**

**Driving Licence Information:**

**Do you possess a current driving licence?**

Yes/No Type:

**Any current endorsements?**

Yes/No Detail:

**Any motoring prosecutions pending?**

Yes/No Detail:

## References

Please list two references (one employment-linked and one character-linked).

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address & Email: |  |  |  |
|  |  |  |  |
| Full Name: |  | Relationship: |  |
| Company: |  | Phone: |  |
| Address & Email: |  |  |  |
|  |  |  |  |

**Can your nominated referees be approached prior to interview:**

Yes/No

**Please note:** Should you provisionally receive an offer of a position the return of satisfactory references will be required prior to appointment

**Privacy Notice**

Fife Forum process personal data relating to those who apply for job vacancies or who send speculative job applications. We do this for employment purposes; to assist us in the selection of candidates for employment; and, to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history.

We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required.

This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately.

If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject “Data Protection Request”.

**Disclaimer and Signature**

*The information I have provided is true. I understand that any job offers made on the basis of untrue or misleading information may be withdrawn or my employment terminated.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |