

**CONFIDENTIAL**

**Application for Employment**

Please complete this form in full. Please save it with your name as the subject for our ease of reference. Send your application to VHS by the stated deadline, together with your completed Equality Monitoring Form. Email both forms to [alison.crofts@vhscotland.org.uk](mailto:alison.crofts@vhscotland.org.uk)

|  |  |  |  |
| --- | --- | --- | --- |
| 1) VACANCY DETAILS | | | |
| Job Title | |  | |
| How did you find out about this vacancy? | |  | |
| **2) PERSONAL DETAILS** | | | |
| Surname |  | Postcode |  |
| Forename |  | Mobile |  |
| Address |  | Email |  |
|  | Alternative tel. and/or email if available |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3) DECLARATION  I certify that all information contained in this form is true and correct to the best of my knowledge. I understand that false information or omission may lead to withdrawal of any offer, or dismissal.  By completing your name below and emailing the application form, this will be accepted as your signature. | | | |
| **SIGNATURE** |  | **DATE** |  |

DATA PROTECTION

VHS will use the information you provide in this Application for Employment for the purpose of considering your application for employment and to monitor the recruitment process. If your application is successful, we will process your information for the purpose of facilitating your employment with VHS, which will include sharing selected information with external partners for the purposes of processing company benefits, such as pensions and insurances. We will store the information you provide securely and will not retain it longer than necessary. Unsuccessful applications will not normally be kept for longer than a year. You have the right to access the information that VHS retains on you. If you would like to do this, please email [alison.crofts@vhscotland.org.uk](mailto:alison.crofts@vhscotland.org.uk)

**4) FURTHER AND HIGHER EDUCATION**

Please add more rows as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College or University** | **Dates** | | **Full or Part-time** | **Qualification Gained**  (State Subject and Grade Awarded) |
| **FROM** | **TO** |
|  |  |  |  |  |
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| --- | --- | --- | --- |
| **5) CURRENT EMPLOYMENT** | | | |
| Name of Employer |  | Job Title |  |
| Employer’s Address |  | Start date |  |
| Current Salary |  |
|  | Period of notice |  |
|  |  |  |
| Main Duties and Responsibilities | | | |
|  | | | |
| Reasons for wishing to leave current job | | | |
|  | | | |

**6) PREVIOUS EMPLOYMENT**

Please copy the table to continue on separate sheet if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Job Title** | **Dates** | | **Full or Part-time** |
| **FROM** | **TO** |
| 1) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |
| 2) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |
| 3) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |
| 4) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |
| 5) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |

**7) DETAILS OF ANY VOLUNTARY EXPERIENCE**

Please add more rows as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Role** | **Dates** | | **Duties or Activities Undertaken** |
| **FROM** | **TO** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**8) RELEVANT PROFESSIONAL DEVELOPMENT AND/OR FORMAL TRAINING**

Please add more rows as necessary

|  |  |  |
| --- | --- | --- |
| **Dates** | | **Details of Continued Professional Development/Formal Training** |
| **FROM** | **TO** |
|  |  |  |
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| --- |
| **9) FURTHER INFORMATION – Personal statement**  Please use a **MAXIMUM OF 800 WORDS** to tell us why you are applying for this position and outline how you meet the specific requirements of the job description and person specification, including the skills, experience and achievements you bring to this post. Please continue on further sheets as necessary. |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 10) REFERENCES  Please give the names, contact details and job titles of two referees who know you in a professional or voluntary capacity. One of these referees should be your current or most recent employer. Referees should not be close relatives. VHS does not seek references until interviews have been held and asks permission first. | | | | |
| 1) | Name: |  | Designation: |  |
|  | Address: |  | Tel. No: |  |
|  |  | Email: |  |
|  | How does this referee know you? |  | Any additional information |  |
| 2) | Name: |  | Designation: |  |
|  | Address: |  | Tel. No: |  |
|  |  | Email: |  |
|  | How does this referee know you? |  | Any additional information |  |

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