

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

CONTACT SHEET



Application No _____ (for SWT office use)

DATA PROTECTION ACT 1998

The information contained in this contact form will be used for the purpose of communicating to you information in respect of your application and will be held on our applicant database. The information contained in the related application form will only be used for the purpose of considering your suitability for employment and will not be communicated to any agency or person out with the Scottish Wildlife Trust.

Please sign below indicating your agreement to the processing of this information. **We cannot proceed with your application without this consent.**

Signed:

Date:

Surname:

Forenames:

Address:

Day time phone no:

Fax no:

Evening phone no:

Fax no:

E-Mail Address:

EQUAL OPPORTUNITIES MONITORING FORM

The Scottish Wildlife Trust is committed to a policy of equal opportunities for its staff, trainees and applicants. In order to monitor the operation of this policy it is necessary to collect information on certain key characteristics of these groups. The data collected forms a confidential statistical record used solely for the purpose of assessing the effectiveness of the policy. The information provided on this form is not made available to any selector. You will greatly assist us by completing this form.

<u>1. Sex</u>				
I am female	q	I am male	q	
<u>2. Ethnic Group</u>				
I am	White	q	Pakistani	q
	Black-African	q	Bangladeshi	q
	Black-Caribbean	q	Chinese	q
	Black-Other	q	Other	q
	Indian	q	Don't know/prefer not to say	q
<u>3. Disability</u>				
I have a long-term health problem or disability which affects the kind of work I can do				
Yes	q	No	q	

PRIVATE & CONFIDENTIAL

CRIMINAL CONVICTIONS – DECLARATION FORM

Should you be offered this post you may be asked to undertake a Disclosure Scotland check. It will state on the job description whether or not you will be asked, if you are unsure please contact the HR Department on 0131 312 4731. It will only be posts whose job will involve regular contact with children or vulnerable adults. If this is the case with the post you are applying for, you will be asked to undertake an Enhanced Disclosure Scotland check – this will detail all convictions against you, both spent and unspent.

However if the post for which you are applying does not require a Disclosure Scotland check, please still complete this form but only detail unspent* convictions.

1. Without prejudice, have you at any time been convicted of a criminal offence?

YES/NO

If you answered No, please go to point 5.

2. If 'Yes' please state the dates, the Court where your case was dealt with, the offence and the penalty:

3. Please give details of how you completed the sentence imposed (eg did you pay your fine, what conditions were attached to your probation/community service etc). Did you comply with the requirements of the order/custodial sentence?

4. Please give details of the reasons and circumstances that led to your offence(s):

5. Declaration: I certify that all the information contained on this form is true and correct to the best of my knowledge and I realise that false information or omissions may lead to dismissal.

Signature _____ Date ____ / ____ / ____

Name _____

Post Applied For _____

Note: The information given on this form will be treated in the strictest confidence. Please seal this form in a sealed envelope with your name, address and post title on the front.

**Please ignore 'spent' offences under the Rehabilitation of Offenders Act 1974.*

APPLICATION FORM

Human Resources Department
Harbourside House
110 Commercial Street
Edinburgh
EH6 6NF

Application No _____ (for SWT office use)

Post Applied For: _____

PERSONAL DETAILS

Do you hold a full, current UK Driving Licence **Yes/No**

Have you held it for more than 2 years **Yes/No**

Do you require a Work Permit **Yes/No**

Salary expectations _____

Notice Period _____

Where did you learn of this vacancy ie specific website/newspaper/word of mouth etc?

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EDUCATION/QUALIFICATIONS RELEVANT TO THIS POST

Subject	Level of Qualification

PROFESSIONAL QUALIFICATIONS

Subject	Level of Qualification

COURSES/SPECIALISED TRAINING ATTENDED

Subject	Level of training

EMPLOYMENT HISTORY

Details of all positions held, including voluntary positions starting with your current or most recent employer (continue on separate sheet if necessary).

Employer's name & address	Position/achievements, responsibilities, status eg full-time, temp or voluntary	Length of employment, reasons for leaving and final salary

COMPUTER SKILLS

Please list all computer software/systems experience and describe level of skill/knowledge

INFORMATION IN SUPPORT OF YOUR APPLICATION With specific reference to the job description enclosed, please supply further information, experience and achievements relating to the position and state what attracts you to this post. (*continue on separate sheet if necessary*)

PREVIOUS POSITIONS APPLIED FOR WITH THE TRUST AND INTERVIEWS ATTENDED (IF APPLICABLE)

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REFERENCES

Please provide the names and addresses of two persons willing to act as referees on your behalf, one of whom should be your present or last employer. You should be aware that references may be sought as part of the selection process (i.e. before any offer of employment is made) therefore please include one referee whom you would wish us to contact at that stage. If your application is internal, please provide one referee who is not an employee of SWT.

Name	Address and Telephone No.	Capacity in which he/she has known you

Declaration:

I declare to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. Please sign using forename *initial* and surname only.

Signature:

Date:

The Scottish Wildlife Trust is committed to Equal Opportunities
The information you give us in this form will be treated in strict confidence