



CONFIDENTIAL

## APPLICATION FOR EMPLOYMENT

**All sections of this application form must be completed. Please type or print using black ink.**

<u>Post Title:</u>		<u>Advert Ref:</u> (if applicable)	
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1. Personal Details

<u>Surname</u>	<u>Initial(s)</u>	<u>National Insurance No.</u>

<u>Address:</u>		<u>Tel. No(s)</u>	
		Home:	
		Business:	

2. Secondary Education (Complete only if you left school within the last 15 years.)

<u>Examining Body</u> (eg SQA)	<u>Subject/Module Title</u>	<u>Higher</u>	<u>Ordinary</u>	<u>Standard</u>	<u>Other</u>	<u>SQA</u> <u>Module</u> (tick box)	<u>Year</u>	<u>Tick if</u> <u>Awaiting</u> <u>Results</u>

3. University or Further Education

<u>From</u>	<u>Dates</u>   <u>To</u>	<u>Course(s) and Subjects Studied</u>	<u>Degrees, Diplomas, Certificates obtained with Class of Pass</u>	<u>Date Obtained</u>

4. Membership of Professional Bodies

<u>Name of Institution</u>	<u>Class of Membership</u>	<u>Date Elected</u>

5. Specialised Training (eg supervisory, management, computing/word-processing training which may be relevant to this application)

<u>Date</u>	<u>Course Provider</u>	<u>Description of Course</u>	<u>Topics Covered</u>

6. Present Employment

<u>Name and Address of Employer</u>	<u>Position Held</u>	<u>Date Commenced</u>	<u>Grade (if appropriate)</u>	<u>Salary</u>	<u>Notice Required</u>

Please give details of your present duties/responsibilities

7. Previous Employment (List in order with most recent employer first)

For the purpose of calculating reckonable service for annual leave and other entitlements, please ensure all previous local public authority employment is listed.

<u>From</u>	<u>Dates</u>   <u>To</u>	<u>Name and Address of Employer</u>	<u>Job Title</u> <u>Grade/Salary</u>	<u>Brief Outline of Duties</u>	<u>Reason for Leaving</u>

8. Leisure Time Activities or Interests

9. Driving Licence

Do you hold a current driving licence?

YES/NO
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Does your licence have penalty point endorsements?

YES/NO
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If yes, please give details.

10. Information in Support of your Application

(Please state how your experience/skills/interests (both inside and outside work) make your application for this post relevant.

10. Information in Support of your Application (Contd.)

A large, empty rectangular box with a black border, intended for providing supporting information for the application.

### 11. Referees

Please provide details of two referees, at least one of whom should be your present/most recent employer or know you in a work capacity. References are normally taken up if you are short-listed for interview. Please tick the box if you do not wish contact to be made with a referee prior to interview.

After interview, if COSLA is considering offering you an appointment, referees will be contacted.

	<u>Name</u>	<u>Address</u>	<u>Occupation</u>	<u>No contact to be made prior to interview</u>
(1)				
(2)				

### 12. Attendance at Work

Please provide details of all absences from work through illness over the last two years. If necessary use separate sheet for additional information.

<u>From:</u>	<u>To:</u>	<u>Reason:</u>

### 13. Disability

COSLA welcomes applications from disabled candidates and offers a guaranteed interview to those who meet the minimum essential requirements for the vacant post.

(i) If you consider yourself to be disabled, PLEASE TICK

(ii) If called for interview, would you need any facilities/assistance, eg ramp access, large print material, a signer?

YES/NO

If so, please give details:

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(iii) If you were to be appointed to the post, would you require any reasonable adjustments to be made to the workplace, working arrangements or structure?

Yes/No

If so, please give details:

14. How did this post come to your attention? (Please delete as appropriate)

The Scotsman    The Herald                      Other (please specify) \_\_\_\_\_

15. Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

Under this Act, applicants are entitled to withhold information on a Criminal Conviction on the grounds that it is “spent” following a period of rehabilitation, unless the post for which you have applied has been advertised as “excepted” from these provisions.

Please complete the enclosed Criminal Convictions Form, which contains further information about the disclosure of criminal convictions.

16. Canvassing

Canvassing of members or employees of COSLA directly or indirectly in connection with any appointment with COSLA shall disqualify the applicant.

17. Important - Read Carefully Before Signing Declaration

I certify that all statements given above by me on this form and supporting documents in relation to my application are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information is false or that I have withheld information I am liable to dismissal, without notice. The information you provide on this form will be used for recruitment and selection purposes. If you are successful, the information will be used for personnel records and payroll purposes. Under the terms of the Data Protection Act, in completing and signing this form, you are consenting to the information you provide being used for these purposes.

Signature: .....

Date: .....