**Employment Application Form**

**NOTES FOR APPLICANTS**

*All information provided by applicants will be treated as confidential. Additional information may be attached - if it is necessary and strictly relevant to the consideration of your application please**enclose your CV.*

*Pleas*e *complete clearly in* ***BLACK ink*** *for scanning purposes.*

1. **The Post**

Post applied for: **Business Support Officer**

Flexible home and office hub (currently Stirling) hybrid working, with travel throughout Scotland

Where did you find out about this vacancy?

*(Please specify publication/website/other)*

**2 Personal Information**

|  |  |
| --- | --- |
| Surname: | First Name: |
| Address: | |
| Town/City: | Post Code: |
| Home Tel. No: | Mobile Tel. No: |
| Email: | |
| Do you hold a current full UK driving licence? YES NO | |
| Do you have any current endorsements? *(Please provide details)* | |

**3 References**

|  |  |
| --- | --- |
| *Names and addresses of two people who may be contacted for a reference, at least one of whom should be relevant to your current or most recent job. Referees should be persons who can comment on your experience and competence for the post. Do not include relatives or close friends.* | |
| Name: | Name: |
| Position: | Position: |
| Address: | Address: |
|  |  |
| Tel. No. | Tel. No. |
| Email: | Email: |
| May contact be made prior to interview?  YES NO | May contact be made prior to interview?  YES NO |

**4 Secondary education**

|  |  |
| --- | --- |
| Certificates gained, listing subjects and level of pass | Date obtained |
|  |  |
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**5 Further education and training**

|  |  |  |
| --- | --- | --- |
| University or College | Qualification/grade obtained | Date obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Other qualifications/training | Subject/title | Date obtained |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**6 Employment history (most recent first)**

|  |  |  |
| --- | --- | --- |
| Employer’s name/address | Job title and principal responsibilities | |
|  |  | |
| Employment dates from/to | Final salary | Notice required or reason for leaving |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Employer’s name/address | Job title and principal responsibilities | |
|  |  | |
| Employment dates from/to | Final salary | Reason for leaving |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Employer’s name/address | Job title and principal responsibilities | |
|  |  | |
| Employment dates from/to | Final salary | Reason for leaving |
|  |  |  |

**7 Out of work pursuits**

|  |
| --- |
| Provide details of hobbies, interests, membership of any clubs or societies, voluntary work, etc. |
|  |

**8 Statement in support of application**

|  |
| --- |
| Please use this section to outline how your skills, abilities and experience relate to the job role and person specification. |
|  |

**8 Declaration**

I certify that the information I have provided in this application and any supporting documents is true in all respects to the best of my knowledge and belief. I accept that false information or omission may lead to my dismissal without notice.

Signature: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Data Protection Statement**

In accordance with the Data Protection Act 2018, you are advised that information on this form will be used for recruitment, selection and equal opportunities purposes and may subsequently be used for payroll and personnel purposes.

Application forms for all applicants will be retained in a secure area for a period of one year from the date of interview and then destroyed.

Please send your application form by email to:

[info@neighbourhoodwatchscotland.co.uk](mailto:info@neighbourhoodwatchscotland.co.uk)

**APPLICATION NOTES:**

Applications for this post must be submitted by midday on **Wednesday 20 March 2024**.