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| **Post Applied for** |  |
| **Where did you hear about the vacancy?** |  |

**Application Form**

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| --- | --- |
| **Full Name** |  |
| **Address** |  |
| **Contact Tel No.** |  |
| **E-mail address** |  |

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| **Work Permits** |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? **Yes**  **No**  **Details** |

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| **Rehabilitation of Offenders Act** |
| Do you have any unspent criminal convictions? (declaration subject to the Rehabilitation of Offenders Act 1974) **Yes**  **No**  **Details** |

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| **Driving Licence *(please only answer this question if applicable to the post applied for)*** |
| Do you hold a full and valid driving licence **Yes**  **No** |
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**Employment History**

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| --- | --- |
| **Current or most recent employment** | |
| **Name of Employer** |  |
| **Address of Employer** |  |
| **Position Held** |  |
| **Dates of employment** |  |
| **Salary** |  |
| **Notice Period** |  |
| **Main duties and responsibilities** |  |
| **Reason for leaving** |  |

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| Please list your employment history starting with the most recent. Describe briefly your responsibilities and achievements in each post. Please use a continuation page if required. | | | |
| **Employer**  **Name and Address of organisation** | **Position** | **Dates of Employment** | **Responsibilities/Achievements**  **& Reason for leaving** |
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**Education & Training**

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| Please list your secondary, higher and further education (most recent first) and any additional training that is relevant to this post. | | | | |
| **Name of School / College / University** | **Subject** | **Qualification Obtained** | **Grade** | **Date** |
|  |  |  |  |  |
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**Personal Statement**

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| Please indicate why you have applied for this post, making particular reference to the job description and person specification, and supply any other details relevant to your application (Please continue on a separate sheet if necessary). |
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**Disability**

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| Please let us know if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview,. |
|  |

**References**

|  |  |  |
| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Position** |  |  |
| **Organisation** |  |  |
| **Address** |  |  |
| **Telephone No.** |  |  |
| **E-mail address** |  |  |
| **Capacity known to you** |  |  |

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| **Declaration** |

In accordance with data protection laws, namely the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679, I understand that the information in this form to be processed in by Fresh Start (Scotland) accordance with the Fresh Start Privacy Notice for candidates for the purposes of recruitment and employment.

I understand that if l am not appointed this information will be destroyed after a period of six months. Paper files will be cross shredded and electronic versions permanently deleted. I certify that the information given on this form is correct to the best of my knowledge. I understand that, should any false statements be made, this may lead to dismissal.

If successful, I understand that the information provided will be held securely in my personnel file and shall only be accessible to my manager and Business Manager as appropriate. I understand that the information will only be used for purposes outlined in my employment contract and in accordance with Fresh Starts Privacy Standard.

**Signature** ……………………………………………………………………………………

**Date** ……………………………………………………………………………………