Application for Employment

Sense Scotland

Use this form to provide information to support your application. CVs will not be considered so please do not attach one. Details of all posts are available in other formats on request. Applications may be submitted electronically, on CD or alternative. You can also apply online at http://www.sensescotland.org.uk/jobs . The HR Department can help with further explanation and can provide support to complete your application.

Please Contact:

Human Resources Department
Sense Scotland
The Gatehouse
Quarry Road
Aberdeen AB16 5UU

Tel: 01224 695 510
Fax: 01224 789 945
Email: recruitment@sensescotland.org.uk
Text: 07781 480 597

Post Details

Post Title:

Closing Date:

Post Reference:

Application No.

Office use only

Personal Details

Title:

Forename:

Middle Name(s):

Last Name:

Address Line 1:

Home Telephone:

Address Line 2:

Work Telephone:

Town/City:

Mobile Tel:

Country:

Email Address:

Postcode:

NI Number:

Do you hold a valid driving licence?

Where did you first see this vacancy advertised?

As post holders of the Positive about Disabled People symbol we have made a commitment to interview all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities.

Do you consider yourself to be a disabled person within the meaning of the Equality Act 2010? ☐ Yes ☐ No

Qualifications and Training

Qualification/ Training	College/University/ Course Provider	Subject/ Course of Study	Grade if applicable	Date Gained

Membership of Professional Body

Name of Institute/ Professional Body	Class of Membership	Date Achieved	Membership/ Registration Number	Date of Renewal

Current/Last Employer

Position Held:

Present/Recent Salary:

Date From:

Date to:

Name of Employer:

Address:

Reasons for Leaving:

Brief description of duties:

Previous Employment

Please list all your previous employment, detailing any gaps between employment with reasons.
Continue on a separate sheet if necessary.

From	To	Name and Address	Position held and brief description of post	Reasons for Leaving

Supporting Statement

In this section please demonstrate how your skills and experience meet the requirements of the job description and person specification. You may also include any other information that you feel is relevant to your application, e.g. personal qualities, achievements at work, non-related or voluntary work experience. Continue on the back page if necessary. Do not attach a CV or extract of a CV.

Have you ever applied for a post with Sense Scotland before?	☐ Yes	☐ No
Have you ever worked with Sense Scotland before?	☐ Yes	☐ No
Does any of your immediate family work for Sense Scotland or use one of our services?	☐ Yes	☐ No

If "yes" please give his/her name and service details:

References

Please give details of three referees, two of whom must be able to comment on your professional suitability for the post and one of whom must be your current or most recent employer.
If you have had no previous employment, please ensure one referee is someone who has known you for at least two years.
Please note that if you tick "No" about contacting your referee before interview we will approach this referee immediately on offer of employment. **Relatives will not be accepted as a suitable referee.**

Name:		Job Title:	
Company Name, Address and Postcode:		Email:	
		Tel Number:	

May we contact this referee prior to job offer?	☐ Yes	☐ No
What type of reference will this person provide?	☐ Employer	☐ Character

Name:		Job Title:	
Company Name, Address and Postcode:		Email:	
		Tel Number:	

May we contact this referee prior to job offer?	☐ Yes	☐ No
What type of reference will this person provide?	☐ Employer	☐ Character

Name:		Job Title:	
Company Name, Address and Postcode:		Email:	
		Tel Number:	

May we contact this referee prior to job offer?	☐ Yes	☐ No
What type of reference will this person provide?	☐ Employer	☐ Character

Protecting Vulnerable Groups (PVG) Scheme

Information on the PVG scheme can be found at: www.disclosurescotland.org.uk
If a disclosure or PVG check is deemed necessary for the post you are applying for, this will be requested in the event of a job offer.

Are you a member of the PVG scheme?	
If yes, provide membership number:	

Additional Information

Please use this section to provide any additional information, e.g. where there has been insufficient space within the main Application Form. Do not attach a CV.

Declaration

I understand that if I have deliberately used misleading information to gain employment with Sense Scotland, I may be instantly dismissed at a later date. The information contained in this application is, to the best of my knowledge, correct.

Signed:

Date completed:

If this form is emailed, it will be required to be signed at any subsequent interview.

Email to: recruitment@sensescotland.org.uk

or post to: Sense Scotland, The Gatehouse, Quarry Road, Aberdeen AB16 5UU

Sense Scotland is a company limited by guarantee, registered in Scotland Number 147570,
and a registered Scottish charity, Number SC022097.

Patron: The Duchess of Sutherland. Honorary Patron: Mary, Dowager,Countess of Strathmore LLD DL

Print Form