

<b>APPLICATION for post of:</b>
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## Employer Ref:

Please complete **ALL** sections of this form; your application will be forwarded to the prospective employer.

You may wish to submit additional sheets with your application.

## Personal information

Title:	Name:
Address:	
Postcode:	
Home / mobile telephone no: Preferred daytime contact number:	
N I Number:	
E.mail address: (optional)	Date of birth: (optional)

## Current Employment

Description of main duties and responsibilities:
Reason for leaving:
Notice required / date left:

## Employment History

Previous occupations, paid or unpaid. Continue on additional sheet if necessary.

Employer	Position	Start/finish dates	Main duties and responsibilities	Reason for leaving

## Qualifications and training

Dates	Establishment	Qualifications gained

Please give details of any other skills and experience you have relevant to this post. Include voluntary work, unpaid experience, hobbies and interests.

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### **Additional information**

Please give details of your interest in this job and what your skills, abilities and experience would bring to the post.

Please give details of your availability for work (days and times).

### **Transport**

- |   |     |                          |    |                          |
|---|-----|--------------------------|----|--------------------------|
| Do you hold a current full driving licence?   | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Do you have your own fully insured transport? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| Do you have business insurance?               | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

### ***Declaration of criminal convictions***

- |  |     |                          |    |                          |
|--|-----|--------------------------|----|--------------------------|
| Have you had any criminal convictions? | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
|--|-----|--------------------------|----|--------------------------|

If “Yes”, please give details on a separate sheet and place in an envelope marked ‘Confidential’.

N.B. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 and subsequent amendments. Applicants are not entitled therefore to withhold information about convictions which, for other purposes, are ‘spent’ under the provisions of the Act. Any information given will be completely confidential.

### **Proof of identity and entitlement to work in the United Kingdom**

You **must** provide evidence of identification e.g. Passport, Birth Certificate, National Identity Card (Marriage Certificate or Divorce Decree, if applicable) if you are offered employment.

Are you a PVG Scheme member? YES  NO

If YES, you **must** state the date of issue and Scheme/Disclosure number below:

**Issue date:** \_\_\_\_\_ **Number:** \_\_\_\_\_

Have you been barred from working with Vulnerable Groups YES  NO

### References

Please provide the names, addresses and telephone numbers of two people, who are not family members, who are willing to act as referees. One referee **must** be your most recent employer. Please state your relationship to referees.

Name:  Address:    Telephone no: Email:	Name:  Address:    Telephone no: Email
Relationship:	Relationship:

Can these references be taken up before interview? YES  NO

### General Data Protection Regulation

This application will be shared with prospective employers.  
Your application information is required to determine your suitability for the position applied for. Encompass may retain your information for future reference.

Please cross this box if you do **NOT** agree to your information being retained.

I confirm that to the best of my knowledge, the information on this form is accurate and that I have not omitted any facts which may have any bearing on my application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

- Encompass, Anderson's Chambers, Market Street, Galashiels, TD1 3AF