

BASICS Scotland Application Form



Application for (Job Title):

Personal Details

Surname: _____ Forename: _____

Preferred Title: _____

Address:

_____ Post Code: _____

Contact Telephone Numbers: _____ Day: _____

Evening: _____ Mobile: _____

E-mail: _____

If we were to contact you, what would be your preferred contact number:

Qualifications Achieved

Subjects	Type of Qualification eg. Standard Grade, GCSE, Higher, BSc	Grade Achieved

BASICS Scotland Application Form



Qualifications Currently Studying or Working Towards

Subjects	Type of Qualification eg. Standard Grade, GCSE, Higher, BSc	Grade Anticipated	Date Anticipated

Membership of Professional or Regulatory Bodies

Full name of organisation(s)	Grade of Membership	Renewal Date

Present (or most recent) Post

Job Title: _____

Employer: _____

Dates of Employment: From: _____ To: _____

Reason for Leaving (if applicable): _____

Notice Period: _____ Current Salary: _____

Role Purpose / Summary of Responsibilities

BASICS Scotland Application Form



Employment History

Start with your most recent employment first and work down the page. If a job supports the position applied for, please say more about it in your Application Support Statement.

Job Title	Employer	Date From	Date To

Statement in Support of Application – Please tell us your personal qualities, skills and attributes, experience and any major achievements. Please give evidence of how they match those required for this post as detailed in the attached person specification. (Please continue on separate A4 page if necessary.)



Declarations

Convictions

Any information you give will be considered only in relation to the post for which this application form refers. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action.

I declare that I have: (a) No previous convictions

(b) Previous convictions which are not spent under the Rehabilitation of Offenders Act 1974 – details of which are:-

.....

.....

.....

.....

.....

Please read the following statements. You will be asked to sign a declaration if you are appointed:

- I understand that if appointed to this post the information on this form will be kept as part of my personal file record;
- I authorise you to obtain references to support this application if I am identified as a preferred candidate;
- I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Act 1998;
- I declare that I have no previous unspent convictions, or have identified any I have above.

Read, agreed and understood (check box)

Date:

BASICS Scotland Application Form



Referees

Your referees will include your present (or most recent) employer. Please identify below the person in your organisation who is authorised to confirm your employment and the details given in your application. Please identify a second referee who may have closer knowledge of your skills, knowledge and abilities and who may offer opinion on your suitability for this post. **You should not use family members or friends.**

Note that references will only be taken up for Preferred Candidates following interview.

Name 1:	_____	Designation:	_____
Address:	_____		
	_____	Post Code:	_____
Telephone:	_____	Email:	_____
Name 2:	_____	Designation:	_____
Address:	_____		
	_____	Post Code:	_____
Telephone:	_____	Email:	_____

Where did you see the advertisement for this post?

--