

# 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: \_\_\_\_\_

Which would be your preferred contact tel number?

Are you applying for this post as a secondment opportunity? Yes / No / Unsure

## Qualifications Achieved

Subjects & Place of Study	Type of Qualification eg. Standard Grade, GCSE, Higher, BSc	Grade Achieved & Date

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<b>Qualifications Currently Studying or Working Towards</b>			
Subjects & Place of Study	Type of Qualification eg. Standard Grade, GCSE, Higher, BSc	Grade Anticipated	Date Anticipated

  

<b>Membership of Professional or Regulatory Bodies</b>		
Full name of organisation(s)	Grade of Membership	Renewal Date

<b>Present (or most recent) Post</b>	
Job Title:	_____
Employer:	_____
Dates of Employment:	From: _____ To: _____
Reason for Leaving (if applicable):	_____
Notice Period:	_____ Current Salary: _____
<b>Role Purpose / Summary of Responsibilities</b>	

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## 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:-

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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:

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## 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?