

Application for Employment

Thank you for your interest in working with Image Scotland Limited. Please complete this application form in your own handwriting and return it to us at the above address, fax number or email address.

We are happy to answer any questions you may have on employment in general with Image Scotland or on the specific roles we have advertised. Please telephone us on 0131-665 1414 or email recruitment@imagescotland.com with your questions.

Image Scotland respects your confidentiality and does not share your application details with any third party. We will retain your application details for at least three years and if any suitable positions arise in the future we may contact you again. Please let us know if you do not wish your application details held on file beyond our current recruitment programmes.

**To be completed in your own handwriting, if possible.
Please continue any section on a separate piece of paper.**

Position applied for

Where did you see this job advertised?

Your Details

Your Name

Title Mr / Mrs / Miss / Ms / Other

First Names

Last Name

Your Full Address

Dates at this address

Telephone

Email address where we can send correspondence about your application - you may not wish to give a present work address

Your date of birth

Your place of birth

If you are not a British citizen or a citizen of a European Union country, what is your nationality?

Your UK National Insurance Number.
You will be asked to provide documentary evidence of this.

If required, do you have permission to work in the UK? Yes / No / N/A
You will be asked to provide documentary evidence of this.

Do you have a current full driving licence? Yes / No
If "yes" for which classes of vehicle?

Do you have any endorsements on your driving licence? Yes / No / N/A
If "yes" - Please give details.

Do you have any special requirements for attending an interview? eg. Timing, Access, Location. Yes / No.
If Yes please provide details.

If we offered you a job when would you be able to start work?

Who do you know employed by The Image Scotland Group?



Your Skills & Qualities	
Practical Skills. Please summarise your job skills and specialist training received.	Which qualities do you have that most suit you to the job you are applying for ?

Further Education & Training - Please give details of your education since leaving school					
Dates From To		Name of University, College or Institute	Type of Course e.g. Full or Part Time	Subjects studied	Qualifications obtained. Class of pass, prizes, etc.

General Education - Please give details of your secondary education				
Dates From To		Name & Address of School	Type of School	Examinations: List subjects taken and results. Mention any scholarships, prizes or other distinctions.



Details of your present or last employer		
Dates From	To	Position / Job Title
Name & Address	Main Duties	
Nature of Business		
Number of employees		
Number reporting directly to you	Responsible To	Position
Why did you leave / do you wish to leave ?	Current Telephone No.	
	Current remuneration £	

Details of your previous employers		In date order, starting with the most recent first. To cover at least 2 years prior to this application. Please account for any period when you were not in employment.
Dates From	To	Position / Job Title
Name & Address	Main Duties	
	Final remuneration £	
Nature of Business	Your reason for leaving	

Dates From	To	Position / Job Title
Name & Address	Main Duties	
	Final remuneration £	
Nature of Business	Your reason for leaving	

Please continue this section on a separate sheet of paper if you need more space.



Background information on yourself

What are your main interests, sports and hobbies ?

Which clubs or societies do you belong to ?

Do you have any other committments which might limit your working hours ? Yes / No
eg. Judicial, Military or Local Government. If "yes" please give details.

Have you ever been convicted of a criminal offence ? NB. Rehabilitation of Offenders Act 1974. Yes / No
If "yes" please give details.

Your References

Please provide us with two independent references who can comment on your career achievements and general performance. If possible they should have held positions senior to you in the companies where you were employed and not be related to you or your family in any way. References will not be requested from your present employer until your acceptance of any offer of employment has been received.

Name	Name
Company	Company
Position	Position
Address	Address
Telephone No.	Telephone No.
Email Address	Email Address

Your Declaration & Signature

Please read this declaration carefully then sign and date your application.

I confirm the above information is correct and understand that misleading statements will be sufficient grounds for cancelling any agreements made. I also understand that questions left unanswered may be discussed at interviews arising from this application.

Applicants Signature

Date

Please post your application to us at **Image Scotland Limited, Unit 15 Fisherrow Industrial Estate, Newhailes Road, Musselburgh, EH21 6EH** or email a scan of your application to **recruitment@imagescotland.com** or fax a copy to **0131-665 1919**.

Thank you.