

Application for Employment

In confidence. To be completed in applicant's own handwriting, if possible. You can continue any section on a separate piece of paper.	
Position applied for	Source of application
Surname Mr / Mrs / Miss / Ms / Other	Date of Birth Place of Birth
Forenames	Age No of Children
Marital Status	Name Before Marriage (if applicable)
Full Address (for correspondence)	Permanent Address (if different)
Telephone	Telephone
Email address where we can send correspondence about your application-you may not wish to give a present work address	
Dates at this address	Dates at this address
Current residence (please tick) <input type="checkbox"/> Rented or council <input type="checkbox"/> With Parents or Relatives <input type="checkbox"/> Owner Occupied <input type="checkbox"/> Other (please give details)	Your National Insurance Number. You will be asked to provide documentary evidence of this.
Do you have a current driving licence ? Yes / No If "yes" - For what classes of vehicle ? Do you have any endorsements ? Yes / No If "yes" - Please give details.	Have you ever applied for a job with The Image Scotland Group before ? Yes / No If Yes please provide details:
	Are there any dates or times when you are not available for interview ?
	Do you have any special requirements for attending an interview? eg. Timing, Location. Yes / No. If Yes please provide details.
	If we offered you a job when would you be able to start work ?
If you are not a British Citizen or national of a European Union country, what is your nationality ?	Who do you know employed by The Image Scotland Group ?
Do you have permission to work in the UK ? Yes / No You will be asked to provide documentary evidence of this.	Please give details of any holiday commitments you have.

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

Further Education & Training - Please give details of your education since leaving school

Dates From To		Name of University, College or Institute	Type of Course eg. Full or Part Time	Subjects studied	Qualifications obtained. Class of pass, prizes,

<p>Practical Skills Summarise job skills acquired and specialist training received.</p>	<p>What qualities do you have which most suit you to the job you are applying for ?</p>
--	---

Details of present or last employer		
Dates From	To	Position / Job Title
Name & Address		Main Duties
Nature of Business		Responsible To Position
No. of employees	Current Telephone No.	Number reporting directly to you
Why did you leave / do you wish to leave ?	Remuneration Basic £ at start Salary (before tax) Bonus £ etc. Total £	Remuneration Basic £ now Salary (before tax) Bonus £ etc. Total £

Details of 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
		Responsible To Position
		Current Telephone No. Number reporting directly to you
Nature of Business	Starting remuneration £	Final remuneration £
Reason for leaving		

Dates From	To	Position / Job Title
Name & Address		Main Duties
		Responsible To Position
		Current Telephone No. Number reporting directly to you
Nature of Business	Starting remuneration £	Final remuneration £
Reason for leaving		

Continue this section on a separate sheet of paper if required.

General	Please give details
	What are your main interests, sports and hobbies ?
	What Clubs or Societies do you belong to ?
	What Professional bodies or Trade Unions do you belong to ?
	Do you have any other jobs at present apart from as detailed on the previous sheet? This should include part-time jobs. Yes/No If "Yes" please give details.
	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.
	Future Training Plans. Please give details of any courses you intend to pursue.
	Have you ever been convicted of a criminal offence ? NB. Rehabilitation of Offenders Act 1974. Yes / No If "yes" please give details.
References	Enter the details of two references who can comment on your career achievements and general performance. They should have held senior positions in the companies where you were employed.
Name: Address: Current Telephone No. Company Position	Name: Address: Current Telephone No. Company Position
References will not be requested from your present employer until your acceptance of any offer of employment has been received.	
Declaration	
Please read this 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



Image Scotland

Please use this space if you need to provide additional details in answer to any question