**Application Form**

|  |  |  |
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| **A** | POST DETAILS | |
| Department: | |  |
| Job Title: | |  |
| Location: | |  |
| Ref. No: | |  |

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| --- | --- | --- | --- | --- | --- |
| **B** | **PERSONAL DETAILS** | | | | |
| Surname: | |  | | Initial(s): |  |
| Address and postcode: | |  | | | |
| Telephone (Home): | |  | National Insurance No: | |  |
| Telephone (Mobile): | |  | E-Mail Address: | |  |

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| C | **JOB SHARING** | |
| Do you wish to apply for this post on a job sharing basis or other flexible working pattern?  \*If ‘Yes’, please indicate your preferred work arrangement | | Yes\* / No |

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| D | **REFEREES – Will not be contacted until after 1st stage interview** | | |
| Please provide details of two referees (one of which must be your current or most recent employer). If you do not want your referees to be contacted before interview, please tick √ box below. | | | |
|  | | First  Don’t contact before interview | Second  Don’t contact before interview |
| Name: | |  |  |
| Designation: | |  |  |
| Address: | |  |  |
| Post Code: | |  |  |
| Telephone: | |  |  |
| E-Mail: | |  |  |

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| E APPLICATION QUESTIONS | | |
| Do you have the right to work in the UK | Yes | No |
| Have you ever been convicted of a criminal offense | Yes | No |
| If the answer is no to any of the questions above please give details below: | | |
|  | | |

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| **F** | **ADVERTISEMENT SOURCE** | |
| Where did you see this vacancy advertised? | |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **G** | **DO YOU HOLD A CURRENT DRIVING LICENCE? (Please tick appropriate boxes below)** | | | | | | | | | |
| Yes | | No | Full | Provisional | Car | Motorcycle | LGV | PCV | If LGV or PCV, please state Class | No. of Penalty points and please give details |
|  | |  |  |  |  |  |  |  |  |  |

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| **H** | **SCHOOL EDUCATION – Qualifications relevant for the post being applied for** | |
| Subjects indicating level  e.g. Maths – Standard Grade | | Results obtained |
|  | |  |

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| --- | --- | --- |
| **I** | **FURTHER / HIGHER EDUCATION – Qualifications relevant for the post being applied for** | |
| College/university or Other  (please give details) | | Qualification(s), modules or units gained |
|  | |  |

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| **J** | **OTHER TRAINING RELEVANT TO THIS APPLICATION** | | | |
| Course | | Provided by | Topics Covered | Duration |
|  | |  |  |  |

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| **K** | MEMBERSHIP OF PROFESSIONAL BODIES | | |
| Name of Institution | | Membership No. | Class of Membership |
|  | |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **L** | **CURRENT EMPLOYMENT (Please highlight all current employment)** | | | | | | |
|  | | |  | | Dates | |  |
| Name and address of employer | | | Position held and nature of duties | | From | To | Contract hours |
|  | | |  | |  | |  |
| Current Salary: | |  | | Period of Notice to be worked: | |  | |

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| M | PREVIOUS EMPLOYMENT – Experience relevant for the post being applied for | | | | |
|  | |  | Dates | |  |
| Name and address of Employer | | Position held and nature of duties | From | To | Reason for leaving |
|  | |  |  | |  |
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| **N** | **SUPPORTING INFORMATION** |
|  | *Please state how you feel you meet the essential and desirable criteria for the post and why you think you should be considered for the post. You may continue on a separate sheet.* |
|  | |

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| **O** | **LINKS TO THE NATIONAL PARK AUTHORITY** | |
| 1. Are you related to an employee of the Loch Lomond & The Trossachs National Park Authority? | | YES/ NO |
| 1. If yes, please supply the name of that employee and your relationship with them: | | |
|  | | |

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| **P** | **CONFLICTS OF INTEREST** |
| 1. Please list any business appointments or other external interests which you hold. | |
|  | |

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| **Q** | **DECLARATION (read carefully before signing)** |
| Most posts are covered by the Rehabilitation of Offenders Act 1974.  Before being offered an appointment a Disclosure Scotland check may be made.   * I agree to a Disclosure Scotland check being made if it is required * I agree to a medical check being made if it is required * I certify that all the information contained within this form is correct and false information or omissions may lead to dismissal without notice.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ | |

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**EQUALITY & DIVERSITY**

**MONITORING FORM**

Loch Lomond & The Trossachs National Park Authority is committed to equality of opportunity as an employer and recognises the value that a diverse workforce can bring. To assist us to monitor the effectiveness of our equality and diversity practices, we would encourage you to complete this monitoring form. This form will be separated from your application form prior to the selection process. The information you provide will be treated as sensitive data under the Data Protection Act 1998.

Please tick the relevant box in each section, or complete details as appropriate.

**What is your religion or belief?**

|  |  |
| --- | --- |
| None |  |
|  | |
| Church of Scotland |  |
|  | |
| Roman Catholic |  |
|  | |
| Other Christian, please write in |  |
| below | |
|  | |
|  | |
|  | |
| Muslim |  |
|  | |
| Buddhist |  |
|  | |
| Sikh |  |
|  | |
| Jewish |  |
|  | |
| Hindu |  |
|  | |
| Any other religion or belief, please |  |
| write in below | |
|  | |
|  | |
|  | |
| Choose not to disclose |  |

**What is your sexual orientation?**

|  |  |
| --- | --- |
| Bisexual |  |
|  | |
| Gay/Lesbian |  |
|  | |
| Heterosexual |  |
|  | |
| Other, please write in below |  |
|  | |
|  | |
| Choose not to disclose |  |

**What is your age?**

|  |  |
| --- | --- |
| 16-24 years |  |
|  | |
| 25-34 years |  |
|  | |
| 35-44 years |  |
|  | |
| 45-54 years |  |
|  | |
| 55-64 years |  |
|  | |
| 65+ years |  |
|  | |
| Choose not to disclose |  |

**Do you consider yourself to have a disability?**

|  |  |
| --- | --- |
| Yes |  |
|  | |
| No |  |
|  | |
| Choose not to disclose |  |

**What is your gender?**

|  |  |
| --- | --- |
| Male |  |
|  | |
| Female |  |

**Do you currently or have you previously**

**considered yourself as transgender?**

|  |  |
| --- | --- |
| Yes |  |
|  | |
| No |  |
|  | |
| Choose not to disclose |  |

**E. Caribbean or Black**

|  |  |
| --- | --- |
| Caribbean, Caribbean Scottish or |  |
| Caribbean British | |
|  | |
| Black, Black Scottish or Black |  |
| British | |
|  | |
| Other, please write in below |  |
|  | |
|  | |

**F. Other ethnic group**

|  |  |
| --- | --- |
| Arab, Arab Scottish or Arab British |  |
|  | |
| Other, please write in below |  |
|  | |
|  | |

**G. Choose not to disclose**

|  |  |
| --- | --- |
| Choose not to disclose |  |

**What is your marital status?**

|  |  |
| --- | --- |
| Married |  |
|  | |
| Not married |  |
|  | |
| Civil Partnership |  |
|  | |
| Choose not to disclose |  |
|  | |
|  | |
|  | |

What is your ethnic group?

Choose **ONE** section A – G, then tick **ONE** box which **best describes** your ethnic group or background.

1. **White**

|  |  |
| --- | --- |
| Scottish |  |
|  | |
| English |  |
|  | |
| Northern Irish |  |
|  | |
| Welsh |  |
|  | |
| Other British, please write in |  |
| below | |
|  | |
|  | |
|  | |
| Irish |  |
|  | |
| Gypsy / Traveller |  |
|  | |
| Polish |  |
|  | |
| Other white ethnic group, please |  |
| write in below | |
|  | |
|  | |

1. **Mixed or multiple ethnic group**

|  |  |
| --- | --- |
| Any mixed or multiple ethnic |  |
| group, please write in below | |
|  | |
|  | |

1. **Asian, Asian Scottish or Asian British**

|  |  |
| --- | --- |
| Pakistani, Pakistani Scottish or |  |
| Pakistani British | |
|  | |
| Indian, Indian Scottish or Indian |  |
| British | |
|  | |
| Bangladeshi, Bangladeshi |  |
| Scottish or Bangladeshi British | |
|  | |
| Chinese, Chinese Scottish or |  |
| Chinese British | |
|  | |
| Other, please write in below |  |
|  | |
|  | |

1. **African**

|  |  |
| --- | --- |
| African, African Scottish or African |  |
| British | |
|  | |
| Other, please write in below |  |
|  | |
|  | |