



Job Application Form

Part A.....1
Part B.....3
Part C.....7

Part A

Post details	
Job Title:	

Personal details	
Full name:	
Address and Postcode:	
Contact Number:	
Email Address:	

In the next two tables, please provide details of two referees (one of which must be your current or most recent employer). We will not contact your references until an offer of employment has been made.

Referee 1	
Name:	
Designation:	
Address:	
Post Code:	
Telephone:	
E-Mail:	

Referee 2	
Name:	
Designation:	
Address:	
Post Code:	

Telephone:	
E-Mail:	

Application questions	
Do you have the right to work in the UK? (Yes/No)	
Do you claim a guaranteed interview (assessment) under the 'Positive about Disability' scheme? (Yes/No)	

Advertisement source	
Where did you see this vacancy advertised?	

Declaration and consent (read carefully before signing)

The information you provide will be held securely and processed in accordance with the Data Protection Act 2018 for the purpose of considering your application for the advertised post. If your application is successful your personal details will be transferred to our HR system and this form will be retained on your personal file. Should your application be unsuccessful, this form will be disposed of securely within 6 months. Please let us know if you have any questions about our handling of your personal data or your rights under the legislation.

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.
- I consent to the processing of my personal data for the purpose stated above.

Signed:	
Date:	

Part B

We are committed to being an equal opportunity employer and recognise the value that a diverse workforce can bring. The information requested on this form will be used to monitor the effectiveness of our equality and diversity practices and will be separated from your application form prior to the selection process. The information requested counts as special category data under the Data Protection Act 2018. It will be retained in anonymised form for three years, unless your recruitment is successful we then use this information to populate the equality and diversity information on your HR record which you will have full access to. Please let us know if you have any questions about our use of your personal data or your rights under the legislation.

Please tick the relevant box in each section, or complete details as appropriate and return the completed form along with your application form to recruitment@lochlomond-trossachs.org

What is your sex?	
Male	
Female	
Prefer not to say	

Are you married or in a civil partnership?	
Yes	
No	
Prefer not to say	

What is your age bracket?	
16-24	
25-29	
30-34	
35-39	
40-44	
45-49	
50-54	
55-59	
60-64	
65+	

Do you consider yourself to be trans, or have a trans history?	
Yes	
No	
Prefer not to say	

What is your ethnicity?	
Scottish	
English	
Pakistani	
Indian	
If other ethnicity, please specify:	

What is your Religion or Belief?	
Christian	
Muslim	
Hindu	
Jewish	
None	
Prefer not to say	
If other Religion or Belief, please specify:	

Do you consider yourself to have a disability?	
Yes	
No	
Prefer not to say	

Do you have caring responsibilities? If yes, please tick all that apply	
None	
Primary carer of a child/children (under 18)	
Primary carer of disabled child/children	
Primary carer of disabled adult (18 and over)	
Primary carer of older person	
Secondary carer (another person carries out the main caring role)	
Prefer not to say	

Thank you for completing this form. Your answers will help us monitor the effectiveness of our equality and diversity practices.

Further/higher education – please list qualifications relevant to the role you are applying for and the result obtained

College/university or other (please give details)	Qualification(s), modules or units gained

Other training – please list other training you have undertaken that is relevant to this role

Course:	
Provided by:	
Topics covered:	
Duration:	

Course:	
Provided by:	
Topics covered:	
Duration:	

Course:	
Provided by:	
Topics covered:	
Duration:	

Membership of professional bodies

Name of Institution:	
Membership no.	
Class of membership:	

Current employment

Name and address of employer:

Position held and nature of duties:

Date from:

Date to:

Contract hours:

Current salary:

Period of notice to be worked:

Previous employment – Please list experience relevant for the post you are applying for Previous employment 1

Name and address of employer:

Position held and nature of duties:

Date from:

Date to:

Reason for leaving:

Previous employment 2

Name and address of employer:

Position held and nature of duties:

Date from:

Date to:

Reason for leaving:

Previous employment 3

Name and address of employer:

Position held and nature of duties:

Date from:

Date to:

Reason for leaving:

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.

