



191 Craigton Road Aberdeen AB15 7UB
Phone: 01224 326630 Fax: 01224 326383

APPLICATION FORM FOR EMPLOYMENT
AS _____

A. PERSONAL DETAILS

Mr Mrs Ms Miss

First Name:.....

Surname:.....

Address:

.....

.....Postcode

Telephone Number:E-mail.....

Current Driving Licence: Yes No

B. EDUCATION AND TRAINING

(i) SCHOOLS Dates Qualifications
.....
.....

(ii) COLLEGE/UNIVERSITIES Dates Qualifications
.....
.....

(iii) MANDATORY TRAINING (please give details of last training date)
Moving and Handling.....
Adult Support and Protection.....

(iv) OTHER TRAINING Dates Qualifications
.....
.....



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C. EMPLOYMENT HISTORY (Please commence with most recent employer)

Dates From - To	Name & Address of Employer	Job Title	Wages/ Salary	Reason for Leaving

Current notice required:

D. REFERENCES

Please list names and address of two persons from whom we may obtain both work experience and character references. We reserve the right to contact past employers.

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E. SCOTTISH SOCIAL SERVICES COUNCIL REGISTRATION
Are you registered with the Scottish Social Services Council?
Please provide your Registration Number SCR-.....

F. HEALTH DETAILS
Is there anything we need to know in order to offer you a fair selection interview? For example, do you need a signer or interpreter or require an accessible interview room:

G. LEISURE
Please note any sports, hobbies, pastimes, etc.

H. CRIMINAL RECORD
The provisions relating to the non-disclosure of criminal convictions do not apply to the position you are applying for. You must therefore disclose any criminal convictions even if under the Rehabilitation of Offenders Act 1974 they would otherwise be regarded as spent.
Have you been convicted of a criminal offence at any time?
Yes No
If yes, please give details of the conviction(s) and the date(s)
.....
.....

I. GENERAL COMMENTS
You may wish to set out below the principal reason for your application and the highlight main achievements to date and the strengths you would bring to this post. Continue on a separate sheet if necessary.



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J. DATA PROTECTION NOTIFICATION:
(Please read this carefully before signing this application)

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

Signed: **Date:**

K. I confirm that the above information is correct and that any false or misleading information will give my employer the right to terminate any employment contract offered.

Signed: **Date:**

L. I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:

- a UK passport
- an EU passport or national identity card
- a UK residence permit issued by the Home Office
- an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

or two from the following:

- an official document bearing a national insurance number along with:
 - a birth certificate, or
 - a letter from the Home Office, or
 - an immigration status document
- A work permit, along with:
 - a passport, or
 - a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

Signed: **Date:**



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