**APPLICATION FOR EMPLOYMENT**

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|  **Post applied for** |  |

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| **Where did you hear about this vacancy?** |  |

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| **PERSONAL INFORMATION** |
| **Name:** |  | **Title:** | [ ]  **Mr**  | [ ]  **Mrs** | [ ]  **Ms** | [ ]  **Miss** |
| **Address:** |  |  |  |
|  | **Postcode:** |  |
|  |  |  |
| **Telephone No:** |  | **Mobile No:** |  |
| **Email:** |  | **Current Driving Licence:** | [ ]  **Yes** | [ ]  **No** |
| **Do you have the right to take up employment in UK?** | [ ]  **Yes** | [ ]  **No** |
| **If yes please provide further details** |  |
| *You will be asked to provide documentation of proof of entitlement to work in the UK if selected for interview.* |

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| **EDUCATION, QUALIFICATIONS AND TRAINING** |
| *From GCSE or equivalent to degree level in chronological order* |
| **Establishment** |  | **Qualifications Gained** |
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| *Postgraduate education or study or any other professional qualifications* |
| **Establishment** |  |  | **Qualifications Gained** |
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| **Mandatory Training** *(Please give details of last training date)* |
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| **EMPLOYMENT HISTORY (***Please begin with most recent employment)* |
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| **Dates****From - To** | **Name & Address of Employer** | **Job Title** | **Reason for Leaving** |
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| Current notice required:  |

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| Have you made a previous application to Northcote Lodge? If so when was this? |  |
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| **Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.** |
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| **REFERENCES** |
| Please give details of two referees, one of whom should be your current or most recent employer. If this is an application for your first job, your schoolteacher or higher or further education lecturer. The other should not be a relative or contemporary. **IT WOULD BE HELPFUL IF YOU INCLUDE THEIR EMAIL ADDRESS.**Please note that we will only contact your references if we decide to make you an offer of employment and we will inform you at that time that we are doing so. **Please indicate if work reference or character reference.** |
| **First Referee** |  **Second Referee** |
| Name: |  |  | Name: |  |
| Position: |  |  | Position: |  |
| Email: |  |  | Email: |  |
| Address: |  |  | Address: |  |
| Type of reference: |  |  | Type of reference: |  |

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| **SCOTTISH SOCIAL SERVICES COUNCIL REGISTRATION** |
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| **Are you registered with the Scottish Social Services Council?**  | [ ]  **Yes** | [ ]  **No** |
| **If so, please provide you Registration number.** | **SCR** |  |

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| **HEALTH DETAILS** |
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| **If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview (this enables us to comply with our obligations under the Equality Act 2010)** |
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| **Covid-19 Considerations** |
| Have you received one/both vaccinations? | [ ]  **Yes** | [ ]  **No** |
| If not are you willing to have them? | [ ]  **Yes** | [ ]  **No** |

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| **CRIMINAL RECORD** |
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| **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** |
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| If yes, please give details of the conviction(s) and the date(s) |
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| **DATA PROTECTION NOTIFICATION** *(Please read this carefully before signing this application)* |
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| **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.**  |
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| **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: |  |

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| 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: |  |