

## Application for Employment

**POST APPLIED FOR:** St Ninian's Tearoom Assistant Cook (Seasonal Post)

Please send completed form to: Isle Futures, 37 Tonderghie Road, Isle of Whithorn, Newton Stewart. DG8 8LQ or scanned signed copy to [manager@islefutures.co.uk](mailto:manager@islefutures.co.uk)

### PERSONAL DETAILS

**Name:**

**Address:**

**Email:**

**Telephone:**

### EDUCATION & QUALIFICATIONS

Please give details of your formal education and qualifications achieved.

**Colleges/University:**

**Qualification Gained:**

**REFERENCES**

Please give the name and contact details of two persons from whom we may obtain both character and work experience references.

1.

Name:

Address:

Telephone:

Email:

2.

Name:

Address:

Telephone:

Email:

**CURRENT (OR MOST RECENT) EMPLOYMENT**

Employer's name and address:

Position Held:	Salary:	Held since:	Notice:

**CURRENT (OR MOST RECENT) EMPLOYMENT**  
**What are your main duties and responsibilities?**

**EMPLOYMENT HISTORY**

**Dates:**

**Name & Address:**

**Job Title & Duties:**

**Dates:**

**Name & Address:**

**Job Title & Duties:**

**Dates:**

**Name & Address:**

**Job Title & Duties:**

**TRAINING AND DEVELOPMENT**

Please give details of any further professional training or development relevant to your application for this post.

Dates From/To	Training provider	Course content	Certification(if any)

You may be asked to provide the original certificates as listed above if you are successful in your application. Copies are not required at this stage.

**FURTHER INFORMATION**

Please use this space to tell us why you are interested in the post, and to outline the experiences, skills and qualities you have that match the person specification for the post.

**Please continue on a separate sheet if necessary.**

## **CRIMINAL RECORD**

**Please note any criminal convictions except those 'spent' under the Rehabilitation of Offenders Act 1974. If none please state. In certain circumstances employment is dependent upon obtaining a satisfactory PVG (Protecting Vulnerable Adults Group) from Disclosure Scotland.**

## **DECLARATION (Please read this carefully before signing this application)**

1. I confirm that the above information is complete and correct and that any untrue or misleading information give my employer the right to terminate any employment contract offered.
2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personal file during employment and for up to six years thereafter and understand that information will be processed in accordance with the Data Protection Act.
3. I agree that should I be successful in this application, I will, if required apply to the Disclosure Scotland to become a member of the PVG Scheme. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.

Signed \_\_\_\_\_

Date \_\_\_\_\_