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| **Blue Star St Andrews Ltd*****APPLICATION FORM***Please type or print in black ink. POST APPLIED FOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Section 1: PERSONAL DETAILS** |
|  Title/Name: |  | Address: |
|  |  |  |  |
| Telephone(Home) |  |  |  |
| (Mobile) |  |  |  |
| Email: |  | Postcode: |
| Do you have a full current driving licence? **Y/N**Do you have a car? **Y/N** |  |
| **SECTION 2: JOB REQUIREMENTS** |
| If offered employment, you will be required to complete a Pre-Employment Medical Questionnaire, are you happy to complete this.  | **YES/NO** |
| Have you ever worked for this business, or applied for employment with this business, before?  | **YES/NO**If YES, please give full details |
| Do you need a work permit to take up employment in the U.K.?  | **YES/NO**If YES, please give full details |
|  |  |
| Have you any convictions, including both spent and unspent convictions under the Rehabilitation of Offenders Act 1974? **YES/NO****If Yes, please give details:** |
| **SECTION 3: QUALIFICATIONS AND TRAINING****Please enter details of all your qualifications and training including secondary and further education.****Include grades of pass, etc.** |
| **SECONDARY EDUCATION** |
| **Place of study** | **Dates (from and to)** | **Qualifications** | **Grade of Pass** |
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|  |  |  |  |
|  |  |  |  |
| **FURTHER EDUCATION** |
| **Place of study** | **Dates (from and to)** | **Qualifications** | **Grade of Pass** |
|  |  |  |  |
| **SECTION 4: EMPLOYMENT DETAILS – PRESENT OR MOST RECENT EMPLOYMENT** |
| **Name & Address of Employer** | **Dates (from and to)** | **Post Title** | **Current Salary** |
|  |  |  |  |
| Please outline your main duties: |
|  |
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|  |
| **SECTION 5: EMPLOYMENT DETAILS – PREVIOUS EMPLOYMENT****Please give details of your past employment, listing the most recent first.** |
| **Name & Address of Employer** | **Dates (from and to)** | **Details of position held (give brief outline of job)** | **Reason for leaving** |
|  |  |  |  |
|  |  |  |  |
| **Please continue on separate sheet if necessary** |
| **SECTION 6: ADDITIONAL INFORMATION****Use this section to highlight any knowledge or skills you consider relevant to the role.****You may use examples both within and outside of work giving experience you have gained through voluntary work, hobbies, and community activities or through domestic or family experience.****In particular, please give examples of where you have demonstrated a caring manner, worked with other people, and where you have worked alone.** |
|  |
| **Please continue on separate sheet if necessary** |
| **SECTION 7: AVAILABILITY****Please detail below exactly what hours you are able to commit to by writing the times you are available in the boxes below.** |
| Hours | Days |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| AM (6am – 5pm) |  |  |  |  |  |  |  |
| PM(4pm –11pm) |  |  |  |  |  |  |  |
| **SECTION 8: REFEREES****Please complete this section giving two persons (who must not be related to you and one should be your present or most recent employer).** **Requests for references will not be made until the final stages of the selection process.** |
| **Name** | **Address** | **Profession/Capacity known** | **Telephone Number and Email address** **(if known)** |
| **1.** |  |  |  |
| **2.**  |  |  |  |
| **Please tick the box below if you do not wish your referees to be contacted without your consent:** |
| **Referee 1** |  | **Referee 2** |  |
| **SECTION 9: DECLARATION****I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.** **I understand these details will be held in confidence by the Company, for the purposes of on-going personnel administration and payroll administration in compliance with the General Data Protection Regulation (GDPR). I undertake to notify the Company immediately of any changes to the above details.****Given the nature of the job to which I have applied, I understand that any offer of employment will be subject to information on my criminal record being disclosed to Disclosure Scotland.**  |
| **Signed:** |  | **Date:** |  |
| **SECTION 10: DETAILS OF VACANCY** |
| Where did you hear of this vacancy? |