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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** | | |
|  | | |  | | |  | | | | | |  | | |
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| **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? | | | | | | | | | | | | | | |