

Application Form

All sections of this application form should be completed (additional statements outlining relevant skills and experience may also be attached).

Please note that each section of the application form can be expanded or reduced; applicants are therefore not restricted by the size of each box.

Completed Applications

Completed applications should be e-mailed to recruitment@collegesscotland.ac.uk or posted to:

Jon Watson (confidential)
HR Manager
Colleges Scotland
Argyll Court
Castle Business Park
Stirling
FK9 4TY

Application for the post of	
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Personal Information

Surname			
Forename(s)			
Address			
Telephone Numbers	Daytime		
	Evening		
	Mobile		
E-mail for communication			
Are you free to remain and take up employment in the UK?	Yes/No		
Where did you see this vacancy advertised?			

Education and Training

<u>Further and Higher Education</u>			
Institute Attended and Subject(s) Studied	Educational Qualifications		
	Title	Level	Grade

Please give details of membership of professional bodies etc.

Present Employment

Employer			
Post Held			
Start Date		Notice Period	
Address, Postcode and Telephone Number of Employer			
Summary of Duties and Key Responsibilities			
Present Salary (including any bonus payments)	£		

Summary of Career History (excluding present post)

From	To	Employer and Address	Post held, brief description of duties and responsibilities, and reason for leaving

Information in Support of Your Application

Having read the Job Description and Person Specification, please outline how your experience and skills fulfil the needs of the post.

Experience

Skills

Please provide any further details that you feel are relevant to your application.

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References

Please give details of two referees who have knowledge of your professional ability, one of which should be your current or most recent employer (if applicable).

	Referee 1	Referee 2
Name		
Position		
Address		
Telephone Number		
Direct E-mail		
Can we contact prior to interview?	Yes/No	Yes/No

Criminal Convictions

Have you any convictions that are not spent under the Rehabilitation of Offenders Act or do you have any criminal charges pending?

If you have answered YES, please specify on a separate sheet and enclose it in a sealed envelope marked 'Private and Confidential'. This will be opened only if you are shortlisted for interview and will be discussed at interview if it is felt to be relevant to the post for which you are being interviewed.

Yes/No

Declaration

I authorise the organisation to obtain references to support this application once an offer has been made and accepted and release the organisation, and referees, from any liability caused by giving and receiving such information (please see reference section above).

To the best of my knowledge and belief the statements above are true and I understand that withholding or embellishing facts called for above may be the cause for refusal or termination of employment with the organisation.

Signature: _____ Date: _____

Information provided in this Application Form is protected by the Data Protection Act 1998.

HR Use Only		
Received on:	Administered on:	I or R on:
Invite to I on:	Conf for I on:	by:
<u>Notes:</u>		