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For Office use only:

**In Confidence**

 **Application for Employment**

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. You should complete the form as fully and as accurately as possible, to enable your application to be given full consideration. CVs will not be considered.

|  |
| --- |
| **Post Applied For: Facilities Caretaker** **Closing Date for Applications: 22 November at 12 Noon** |

When completed, this form should be returned:

by e-mail to: admin@rosemounttrust.co.uk

 or

by post to: Joanne Donnelly

 Property Services Officer

 Rosemount Development Trust

 Rosemount Business Park

Unit W6/16

 141 Charles Street

 Glasgow G21 2QA

The information provided within your application form will be processed in accordance with the Data Protection Act 1998.

**All information provided by applicants will be treated as confidential. Any inaccuracy or omission in the information supplied may compromise the post. If not type written, please complete clearly in black ink for photocopying purposes.**

**PERSONAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename:** |  | **Surname:** |  |
| **Address:** |  |
| **Postcode:**  |  |
| **Day time telephone:** |  |
| **Evening telephone:** |  |
| **Email address:** |  |
| **Do you hold a current driving licence?** |  | **If yes, what type?** |  | **Are you a car owner?** |  |

**REFERENCES**

|  |
| --- |
| Names and addresses of two people, at least one of whom should be your current or most recent employer, who may be contacted for a reference. |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Relationship to applicant:** |  | **Relationship to applicant:** |  |
| **Organisation****Name and****Address:** |  | **Organisation****Name and****Address:** |  |
| **Telephone number:** |  | **Telephone number:** |  |
| **Email address:** |  | **Email address:** |  |
| **Contact prior to interview?**  |  | **Contact prior to interview?**  |  |

No approach will be made to your present employer before an offer of employment is made to you.

**CURRENT EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **Name and address of employer** | **Job Title** |  |
|  | **Length of time in post** |  |
| **Notice required or leaving date** |  |
| **Current Salary** |  |
| **Additional benefits / allowances** |  |
| **Brief description of duties and responsibilities etc.** |
|  |
| **Reasons for seeking other employment:** |
|  |

**PREVIOUS EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **Employer’s name and address** | **Job title and brief details of duties etc.** | **Length of time with employer *(most recent first)*** |
| **From** | **To** |
| Name: |  | Title: |  |  |  |
| Address: |  | Description: |  |
| Rate of Pay: |  | Reason for leaving: |  |  |  |
| Name: |  | Title: |  |  |  |
| Address: |  | Description: |  |
| Rate of Pay: |  | Reason for leaving: |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Title: |  |  |  |
| Address: |  | Description: |  |
| Rate of Pay: |  | Reason for leaving: |  |  |  |
| Name: |  | Title: |  |  |  |
| Address: |  | Description: |  |
| Rate of Pay: |  | Reason for leaving: |  |  |  |
| Name: |  | Title: |  |  |  |
| Address: |  | Description: |  |
| Rate of Pay: |  | Reason for leaving: |  |  |  |

**EDUCATION AND TRAINING** (Examinations/Qualifications obtained since leaving school e.g. College, University etc)

|  |  |  |
| --- | --- | --- |
| **Training/Qualification**  | **Provider/College**  | **Date Completed** |
|  |  |  |
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**WORK EXPERIENCE**

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| --- |
| How does your experience, skills and training relate to the post you are applying for? When answering this question please give an example of work which is specific to this post.  |
|  |

|  |
| --- |
| Please tell us why you have applied for this job and why you think you are the best person for the job |
|  |

**VOLUNTARY WORK**

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| --- |
| Please give details of any voluntary work, groups associations you have been involved in. |
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|  |  |  |
| --- | --- | --- |
| **Do you have a full Driving Licence?** | YES | NO |

**CRIMINAL CONVICTIONS**

|  |  |  |
| --- | --- | --- |
| **Do you have any unspent criminal Convictions?** | YES | NO |

**The organisations Articles of Association prohibits relatives of Board Members from employment with the organisation**

|  |  |  |
| --- | --- | --- |
| **Are you related to any member of the Board?** | YES | NO |

**ELIGIBILITY**

|  |  |  |
| --- | --- | --- |
| **Are you eligible to work in the UK?** | YES | NO |
| **Note:** If you are offered employment with Rosemount Development Trust you will require to provide documentary evidence of your right to work in the UK prior to your start date. |

**DECLARATION**

|  |
| --- |
| I declare to the best of my knowledge, the information given on this form is true and correct and can be treated as part of any subsequent contract of employment. Any false claim on the form may render this application void and if employment has commenced the successful candidate could be dismissed. Please note that for the successful candidate the information provided will be used to create a confidential manual based file, the use of which complies with the provisions of the Data Protection Act.  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |