**Middlefield Community Project**

**Application for employment**

Position applied for……………………………………………………………………….…………………………

Return to:

Middlefield Community Project

Manor Avenue

Aberdeen

AB16 7UR

Closing Date for Applications…………………………………………….………………………………………

**Middlefield Community Project**

**JOB APPLICATION FORM (please complete using BLACK ink or typescript)**

Position applied for:

Where did you hear of this vacancy?

Have you applied for a position at the Project before? If so please give post title and dates:

**Personal Details**

Surname: Contact Address:

Forenames:

Title: e.g. Mr, Ms

NI Number: Postal Code:

Do you hold a full current driving license? (tick) Yes No Tel No:

Are you eligible to work in the UK? (tick) Yes No E-mail Address:

**Disability**

Do you have a disability? Yes No

If yes, please specify:

**Protection of Children Scotland Act 2003**

The Project as a Childcare Establishment under the Protection of Children Act and as a result, all positions are subject to an Enhanced Disclosure check

**Data Protection Act 1998**

The information on this form will be used for the purposes of selection for employment. Access to the data will be restricted to the Project Management and the interview panel. If you are appointed, the application form will be placed in your personnel file and the information stored in the computerised personnel system.

**Educational Details**

Education in chronological order

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** |  | **Qualification/Examinations Passed** |  | **Awarding Body** |
| **From** | **To** | (Please state grades Achieved |  |  |
|  |  |  |  |  |

**Current or Most Recent Employment Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** |  | **Name and Address** | **Job Title** | **Reason for leaving** | **Salary** |
| **From** | **To** | **Of Employer** |  | **Or wishing to leave** |  |
|  |  |  |  |  |  |

**Brief Description of Responsibilities**

|  |
| --- |
|  |

**Previous Employment Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dates** |  | **Names and Address of** | **Job** | **Reason for Leaving** | **Salary** |
| **From** | **To** | **Employer** | **Title** | **Or wishing to leave** |  |
|  |  |  |  |  |  |

**Periods of Unemployment**

|  |  |  |
| --- | --- | --- |
| **Dates** |  | **Reasons** |
| **From** | **To** |  |

**Supplementary Information in Support of your Application**

State how your experience, skills and training, in a work or voluntary capacity, supports your application making reference to the skills and experience for the post.

Please continue on another sheet if necessary.

|  |
| --- |
|  |

**References**

Please provide the name and address of your current/most recent and previous employer (your direct line manager) who can provide a reference. **References will be taken up prior to interview unless indication otherwise below\***

**Current/Most Recent Employer**

Name: Position: Company Name: Address: Tel No: E-Mail Address:

\*Take up this reference prior to interview Yes No

**Previous Employer**

Name: Position: Company Name: Address: Tel No: E-Mail Address:

\*Take up this reference prior to interview Yes No

**Please Note: No appointment will be made without taking up references**

**Declaration**

I declare that the information given in this application is true complete and correct to the best of my knowledge.

**Signed: Date:**

**Health**

Please state the number of days absence due to sickness during the last two years

Please provide details of any incapacity or disability which you consider would affect your capability to perform the work which you are applying. Those listed will not necessarily exclude your application

Is your ability to perform the particular job for which you are applying limited in any way? Yes No

How may we help with this?

**General**

Are you prepared to work overtime if necessary? Yes No

Is your Driving License free from endorsements? Yes No

(If no please give details, including number of points for each offence?)

Do you have the use of a car for travel to work? Yes No

**HOBBIES OR INTERESTS**

**IMMIGRATION & ASYLUM ACT 1999**

In order to comply with Section 22 of the Immigration and Asylum Act 1999 (ensuring that staff employed have a right to work in the UK), it is now a requirement for employers to request from its prospective employees one of the following documents before taking up employment:

* A document station your **name and National Insurance number.** This could be a P45, a National Insurance card/letter, or a letter from a government agency or previous employer.
* A document showing that you can **stay indefinitely in the UK**, or that you **have no restriction preventing you from taking employment**. This might be an endorsement in a passport r Home Office letter
* A work permit or other **approval to take employment** from the Department for Education and Employment
* A document showing that you are a **UK citizen, or have the right of abode in the UK**. This may be a passport, an endorsement in a passport, a birth certificate, a registration or naturalisation document or a letter from the Home Office.
* A document showing you are a **national of a European Economic Area country**. This may be a passport or national identity card.

The above is not a complete list of acceptable documents.

**NOTE: If you are called to interview you will be asked to bring with you a legible photocopy of one of the above documents, or one contained in the full list. If you are subsequently offered employment, you will be required to produce an original of one of the above documents, or one contained in the full list. You will only be offered employment on the condition that the above information is provided before the agreed state date of employment, you should inform Middlefield Community Project immediately.**