

EMPLOYMENT APPLICATION FORM

Please complete in block capitals. Any continuation sheets should be marked with your name.

Position applied for: _____

PERSONAL INFORMATION	
Surname	
Forenames	
Address	
Postcode	
Telephone number	
Mobile number	
Email address	
Current driving licence	Yes/No*
Details of any endorsements	

EDUCATION		
Schools	From/To	Qualifications gained
College/University	From/To	Qualifications gained
Other Qualifications	From/To	Awarding Body

*Please delete as appropriate.

CURRENT/LAST EMPLOYMENT

Dates From/To	Name and address of employer	Job Title & Duties	Reason for leaving & Leaving Salary

EMPLOYMENT HISTORY (please list in chronological order with the most recent first)

Dates From/To	Name and address of employer	Job Title	Reason for leaving

Notice required in current post:

GENERAL COMMENTS

Please list, in no more than 500 words, your specific reasons for this application, your main achievements to date and the strengths you would bring to this post. Continue on a separate sheet, if necessary.

CRIMINAL RECORD

Please note any criminal convictions, except those spent under the *Rehabilitation of Offenders Act 1974*. If none, please state.

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HEALTH INFORMATION

Do you consider yourself disabled?	Yes/No*†
If yes, please detail any reasonable adjustments you are aware of that you would like the company to consider.	
Please list all absences from work in the past 12 months and the reasons for such absences.	

*please delete as appropriate

† If you have indicated 'yes', we reserve the right to follow this up with a pre-employment medical questionnaire.

CONFLICT OF INTEREST

Please declare any family/personal relationship with members of staff currently working with Mid Argyll Community Enterprises Ltd.

Name	Name
Department	Department
Relationship	Relationship

This information will be held in the strictest confidence and will only be used to identify potential conflicts of interest. To ensure fairness, transparency and impartiality, it may be necessary to exclude applications where it is felt a significant conflict of interest could potentially have an adverse affect on the company/department.

ENTITLEMENT TO WORK IN THE UK

If you are not an EU National, do you have permission to work in the UK?	Yes/No*
If yes, you will need to produce evidence of your entitlement to work in the UK before taking up your post if your application is successful.	

*please delete as appropriate

REFERENCES

Please supply the name, address, telephone number and contact email of two persons – one of whom should be your present/last employer – from whom we may obtain both character and work experience references.

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Please let us know where you saw this position advertised:

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Declaration

- I confirm that the above information is complete and correct, and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
- I agree that the company reserves the right to require me to undergo a medical examination in the event of my appointment.
- I hereby give my consent to the company processing the data supplied on this application for the purpose of recruitment and selection.

Signed: **Date:**

Please return the completed form to:

MACPool Manager, Mid Argyll Community Pool, Oban Road, Lochgilphead PA31 8NG

Email: manager@macpool.org.uk