



APPLICATION FOR EMPLOYMENT

Personal Details	
Title (Mr/Mrs/Miss/Ms/Other)	
Surname	
First Name(s)	
Address	
Postcode	
Home number	
Work number (tick to use this number)	
Email address (tick to use this email)	
Mobile number	
National Insurance Number	

Current or Most Recent Employment	
Employer's name	
Address	
Post Held	
Basic Salary Per Annum/Hourly rate	

Current or Most Recent Employment Continued		
Dates in Post (From – To)		
Notice Required		
Please give a brief description of your duties:		

Employment History (Please include any voluntary work) Begin with most recent and explain any gaps in employment/volunteering history.				
From	To	Employer	Address	Position Held

Supporting Statement

Please supply a brief statement detailing why you believe you are suitable for the post you are applying for. Please refer to the Job Description and Person Specification to help frame your statement. (Please continue on a separate sheet if necessary).

Education and Qualifications

Institution	Dates From - To	Subject/Level	Grade

Short Courses and Other Training

Course/Training	Dates

Professional Membership or Registration	
Body/Organisation	Membership Number

References		
Please give the names and addresses of two people who would be willing to supply a reference for you. One of them should be your most recent employer.		
Name	Position	Email address
Phone number		
Phone number		

References are normally requested after interview. On occasions we like to ask for references prior to interview. May we contact the people you have named before an interview? Tick for YES

Additional Information		
This post is exempt from the Rehabilitation of Offenders Act 1974. Have you ever been convicted, cautioned or reprimanded for a criminal offence? If yes, please provide details in a separate sealed envelope.	YES	NO
Are you on any of the 2 lists banning you from working with children or vulnerable adults imposed by the Independent Safeguarding Authority? If yes, please provide details in a separate sealed envelope.	YES	NO
Do you have the right to live and work in the UK?	YES	NO
Do you have any relationships (i.e. family/friends) with anyone working for Little Gillies? If yes, please provide details.	YES	NO

Declaration	
I declare that the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment	
Signed (Tick to confirm)	Dated

Recruitment monitoring form - confidential

We are committed to equal opportunities in employment. As part of this policy, all applicants for employment are requested to complete this section for the purpose of monitoring the policy and it will be separated from your application.

The information it contains will not be used in deciding whether or not to invite you to interview or offer you employment.

As an equal opportunities employer, we aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, gender, gender reassignment, race, marital status, disability, religion or belief, ethnicity or sexual orientation.

Please help us achieve our aim by completing the following questions:

Position applied for:			
Do you consider yourself to have a disability?	YES	NO	
Gender	<ul style="list-style-type: none"> woman man transwoman transman non-binary/gender fluid don't know prefer not to say other 		
I would describe my race or ethnic origin as :			
White British		Indian	
White Irish		Asian other	
White other		Chinese	
Black British		Chinese other	
Black African		Mixed White and Black Caribbean	
Black Caribbean		Mixed White and Black African	
Black other		Mixed White and Black Asian	
Bangladeshi		Other – please state below:	
Pakastani			

On completion of this form, use "Save" or "Download" to save a copy to your device then send as an attachment to manager@littlegillies.co.uk