

ACTS

CONFIDENTIAL - APPLICATION FOR EMPLOYMENT

Section 1

Please complete this form in **black ink** and print all entries.

Vacancy:

SCOTTISH CHURCHES RACIAL JUSTICE OFFICER

Closing Date:

10/08/2009

PERSONAL DETAILS

Section 2

Surname: _____

Title: _____

Forename(s): _____

Permanent Address:

Address for correspondence (if different):

Post Code: _____

Post Code: _____

Telephone: (Day) _____

Telephone: (Day) _____

(Evening) _____

(Evening) _____

Mobile _____

May we contact you during the day?

Yes*

No*

Do you have the right to work legally in the UK?

Yes*

No*

Are you willing to complete a pre-employment Health Declaration form?

Yes*

No*

Are you willing to undergo a medical examination?

Yes*

No*

Do you hold a current Driving Licence?

Yes*

No*

Do you have any current endorsements?

Yes*

No*

Do you own a car?

Yes*

No*

If "Yes" please give details of endorsements:

* Please tick (✓) appropriate box

EDUCATION & PROFESSIONAL TRAINING

Section 3 – Secondary Schooling Examination Certificates

Subject	Examination	Grade

Section 4 – Further Education

University/College	From	To	Course Title and Subjects	Award Degree, Diploma, HND, Certificate etc (Include grade and level)

Section 5 – Additional Qualifications/Training Courses and Membership of Professional Bodies

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EMPLOYMENT / VOLUNTARY WORK RECORD

Section 6

Starting with most recent period of paid or voluntary work

Date Started	Date Left	Employer	Position Held	Reason for Leaving	Salary

If you are not currently in paid or voluntary employment, please tell us what you are presently doing:

SKILLS & EXPERIENCE

Section 7

Please use this section to explain how your qualities and previous experience would enable you to meet the requirements of this post. Continue on a separate sheet, if necessary, and attach to the application form.

SUPPLEMENTARY INFORMATION

Section 8

Please provide any further information relevant to your application for this post.

Section 9

REFERENCES

Please supply the names of three referees, **at least one** of whom must be from your current, or most recent, employer **and** if possible, one that can provide information on your skills, ability and knowledge within a church environment.

Name: _____	Name: _____
Occupation: _____	Occupation: _____
Organisation: _____	Organisation: _____
Address to which reference should be sent: _____ _____ _____	Address to which reference should be sent: _____ _____ _____
Post Code: _____	Post Code: _____
Telephone Number: _____	Telephone Number: _____
E-mail address: _____	E-mail address: _____
Relationship: _____	Relationship: _____
Contact: Yes/No* _____	Contact: Yes/No* _____
Private/Business: _____	Private/Business: _____
(Please indicate if address is private or business)	_____

Only answer “Yes” if you are giving us permission to contact your referees prior to interview. If you wish to be contacted before any such approach is made you should answer “No” to this question.

Name _____:

Occupation _____

Organisation: _____

Address to which reference should be sent:

Post Code: _____

Telephone Number: _____

E-mail address: _____

Relationship: _____

Contact: Yes/No*

Private/Business: _____

(Please indicate if address is private or business)

REHABILITATION OF OFFENDERS

Section 10

Do you have any criminal convictions?	Do you have any cases pending against you?
<input type="checkbox"/> Yes* <input type="checkbox"/> No*	<input type="checkbox"/> Yes* <input type="checkbox"/> No*
If yes, please give details:	

* (Please tick (√) appropriate box)	
<p>You do not require to declare any convictions which are spent under the Rehabilitation of Offenders Act 1974 <u>unless</u> the job for which you are applying is one listed in the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003.</p> <p>Applicants for posts which require a Criminal Record Certificate as part of the recruitment process, will be asked to complete full details of any criminal convictions and other relevant information on a Criminal Record Declaration Form which will be issued separately and, only where applicable, as part of this recruitment process.</p>	

Section 11

Current notice period:

Section 12

Where did you learn of this vacancy: _____
(If applicable, please state name of newspaper or publication. If vacancy seen on the internet please indicate name of website)

The information you supply on this form will only be used in connection with the relevant Application for Employment and is being provided solely for consideration by appropriate staff and authorised members, officials, of ACTS

DECLARATION:

I confirm that I have read the above statement regarding the use of data supplied on this form. I declare that, to the best of my knowledge, the information on this form, and on any attachments to it, is true and correct. I understand that any false statement may disqualify me from appointment or, if employed, render me liable for dismissal.

Date: _____

Signature: _____

Thank you for taking the time to complete this form. Please return it in an envelope marked "Private and Confidential" to Revd. Lindsey Sanderson, Assistant General Secretary, ACTS, 7 Forrester Lodge, Inglewood. Alloa FK10 2HU.