

Children's Health Scotland

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*Children's Health Scotland is a Charity recognised by the
Inland Revenue, No SC006016. Company limited by
guarantee. Scottish Charity No. 100114*

APPLICATION FORM

Please complete in **black ink or type** and preferably email to enquiries@childrenshealthscotland.org or post to the National Co-ordinator at the above address marked CONFIDENTIAL. Please answer all questions. **Do not attach a CV as this will not be considered.**

Where did you see the post advertised?

PERSONAL DETAILS

Surname: Initials:

Previous surnames if they have changed through deed poll or by marriage:

National Insurance Number:

Contact Address:

Postcode:

Email Address:

Home Phone:

Mobile Phone:

Work Phone:

Can we contact you at work? Yes No

Do you hold a current driving licence? Yes No

Do you have the use of a car? Yes No

EDUCATION

Starting with the **most recent**, please list your education history including any professional qualifications.

Dates		School, College, or University	Full or Part time	Subjects Taken	Qualifications	Grades achieved
From	To					

Qualifications you are currently studying for (if applicable)

Qualification	Level/part/other details	Date you expect to finish

TRAINING AND DEVELOPMENT

Starting with **the most recent**, please give details of any training courses or events you have attended which are relevant to this post.

Dates		Course Title	Course provider	Summary of Content
From	To			

CURRENT/MOST RECENT EMPLOYMENT

Name and address of current employer (or most recent if not currently in employment):

Job Title:

Start date:

Current Salary:

Period of Notice:

Reason for leaving/intending to leave:

Please give a brief summary of the main duties of your current job:

EMPLOYMENT HISTORY

Please give details of all your previous jobs, starting with the most recent. Explain any gaps in your employment and include any work experience placements as appropriate.

Dates		Employers Name and address, including postcode	Job Title	Summary of your key duties	Salary	Reason for leaving
From	To					

EMPLOYMENT HISTORY continued

Dates		Employers Name and address, including postcode	Job Title	Summary of your key duties	Salary	Reason for leaving
From	To					

VOLUNTARY/COMMUNITY WORK

Please give details of any voluntary or community activity in which you have been involved.

Dates		Activity
From	To	

PERSONAL STATEMENT

Please write a statement supporting your application, covering the skills and knowledge you have which are relevant to the post. **By using relevant and specific examples, please demonstrate how you meet the criteria set out in the Person Specification.**

Empty box for writing the personal statement.

Please tick box if you are attaching a continuation sheet, and please write your name on the sheet.

REFEREES

Please give the name and address of two referees, one of whom must be your current employer (or most recent if not currently working) or an academic referee if you have just finished school/college etc. Relatives or partners are not acceptable as referees. We will only take up references in writing after interview if you are being considered for the post or once we have made a provisional offer of employment. Any reference(s) may also be followed up by telephone. We reserve the right to verify any part of your application form by asking for further references.

All appointments are subject to the receipt of satisfactory references.

Present/last employer or academic referee	Second referee
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Email:	Email:
Phone:	Phone:
Relationship to you:	Relationship to you:

DECLARATIONS

Have you any unspent criminal convictions or cautions or are you currently the subject of any police investigation whether in the UK or any other country? YES NO

If yes, please provide full details, including the approximate date, the authority and the country concerned:

Note: Due to the nature of our work, posts with CHS are exempt from the Rehabilitation of Offenders Act 1974. You must therefore give details of any unspent offences. Any information you supply in respect of the above question will be treated as confidential and will not necessarily prevent you from being considered for the post for which you have applied. Only relevant convictions/cautions will be taken into consideration at short listing or interview stage.

I understand that this post is subject to disclosure checks and if successful in my application I agree to undertake a scheme record disclosure for regulated work with children check. I understand that the appointment, if offered, is subject to, if appropriate, confirmation of qualifications and/or professional registration.

I certify that the information given in this form is correct and understand that any misleading information or deliberate omissions will be regarded as grounds for withdrawal of an offer or, if appointed, subsequent disciplinary actions which could lead to dismissal.

Signed:

Date:

DATA PROTECTION ACT 1998 and General Data Protection Regulation (GDPR)

The information in this application form will be held in the strictest confidence and in accordance with the above.

Your personal details will be treated as confidential and kept no longer than necessary. If your application is successful it will become part of your personal records. Some of the information may be held on a computer database.