

QUALIFICATIONS AND PROFESSIONAL MEMBERSHIP CONT'D/...

Other Courses/Specialist Training or Skills relevant to the post

Place of Study	Course Attended	Qualification	Date Awarded

Professional body information

Name of Professional Body	Grade of Membership	Date of Entry

3. EMPLOYMENT HISTORY

Current or most recent employment first

Company Name			
Company Address			
Job Title:			
Start Date:		End Date:	
Reason for Leaving:			
Duties and Responsibilities:			

Company Name			
Company Address			
Job Title:			
Start Date:		End Date:	
Reason for Leaving:			
Duties and Responsibilities:			

Company Name			
Company Address			
Job Title:			
Start Date:		End Date:	
Reason for Leaving:			
Duties and Responsibilities:			



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Company Name			
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Start Date:		End Date:	
Reason for Leaving:			
Duties and Responsibilities:			

Company Name			
Company Address			
Job Title:			
Start Date:		End Date:	
Reason for Leaving:			
Duties and Responsibilities:			

4. ADDITIONAL INFORMATION

This section gives you the opportunity to provide any further and relevant information that you feel is appropriate to support your application.

We recommend you read the job description and person specification document and refer to the competency requirements therein; providing details of how you feel you match the desired criteria. You may also wish to include details of interests and activities out with the work environment.

5. ADDITIONAL QUESTIONS

Please tick the relevant box	Yes	No
Are you eligible to work in the UK?		
Are you related to any former or current Board Member or Employee of the Group?		
If yes, please specify		
Have you ever been dismissed from employment for a reason other than redundancy?		
If yes, please specify		
Do you have any holidays booked?		
From	To	
If driving is an essential requirement to perform the duties of the post, please answer below:		
Do you hold a driving licence?		
Do you own or have regular access to a car?		

8. REFERENCES

Referee 1			
Name			
Company Address			
Job Title			
Telephone Number		Email	
Please tick as appropriate		Employer	Personal
Referee 2			
Name			
Company Address			
Job Title			
Telephone Number		Email	
Please tick as appropriate		Employer	Personal



By submitting an application for a vacancy you are consenting to the processing of any personal data supplied on the employment application form.

In accordance with the Data Protection Act 1998, Dunedin Canmore Group processes and stores personal data on all its employees. The personal information that you provide in your employment application form will be used for the purposes of recruitment and equal opportunities monitoring. Unsuccessful candidates' details will be retained for one year.

Personal data will not be released to third parties unless there is a legal or regulatory requirement to do so, or we have obtained your consent in advance. We will not store personal data for longer than is necessary. Any false claim on the above entries may render this application void and if employment has commenced the successful candidate's employment could result in possible dismissal.

Candidates offered an appointment will be asked to verify their qualifications at interview. Any false claims on the above entries may render their application void and if employment has commenced the successful candidate's employment could result in possible dismissal.

I certify to the best of my knowledge, the information given in this form is accurate and without omission. I have no objections to the information given in relation to this application being verified by whatever means deemed necessary.

By typing or signing my name below, I certify that all information contained in this form is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.

Applicant's Signature:		Date:	
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Thank you for taking the time to complete this form. Please return this form before the closing date to:

**The Human Resources Department
Dunedin Canmore Group
Wheatley House, 25 Cochrane Street
Glasgow
G1 1HL**

Email: human.resources@dunedincanmore.org.uk

Web: www.dunedincanmore.org.uk