

Hillside House, Laurelhill, Stirling, FK7 9JQ  
Tel: 01786 892200 Fax 01786 892255  
e-mail: assessor@centralscotland-vjb.gov.uk



## **APPLICATION FOR EMPLOYMENT (Part 1)**

Please complete Part 1 and Part 2 of the application.  
All information provided will be treated as confidential.  
Additional information may be attached on extra sheets if necessary.  
Any inaccuracy or omission in the information supplied may compromise your employment.  
If you require extra help in the completion of this application form because of a disability or health problem you may, in confidence, contact the Office Manager on: 01786 892210 (voice) or 01786 892255 (fax)

*[This part of the form will not be available to the Leeting panel.]*

Surname		Forename(s)	
Post			
Address & Postcode:		Telephone Numbers	
e-mail:		Home:	
		Business:	
		Mobile:	

If the post advertised is suitable for job share, please denote if you would like to be considered, including preferred working days.

Job Share	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	<input type="checkbox"/>	Monday to Wednesday	<input type="checkbox"/>	Wednesday to Friday
	<input type="checkbox"/>	3 day/2 day pattern	<input type="checkbox"/>	2 day/3 day pattern

**Assessor for Central Scotland**  
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**OFFICE USE ONLY**  
Date Stamp Box



## APPLICATION FOR EMPLOYMENT(Part 2)

**Position Applied For:**

### 1 Personal Details

**Surname:**

**Initials:**

**NI Number:**

### 2 Secondary Education (you must fill in this section if you left school within the last 10 years)

Examination body (for example SEB or SQA)	Course, Subject or Module Title	Qualification (Higher, Ordinary, Standard Grade, GCSE, SCOTVEC, SQA, Module or other)	Grade achieved (A,B,C,1,2,3, or pass for SCOTVEC, SQA or module)	Year you achieved the qualification	Tick if you are waiting for results

### 3 Further or Higher Education

Date from	Date to	University or College attended	Course and subjects studied	Degrees, Diplomas and Certificates achieved with the class of pass	Date qualification achieved

<b>4 Membership of Professional Organisations</b>			
Name of organisation or institution	Class of membership	Date achieved	Date membership runs out (if appropriate)

<b>5 Specialised Training</b> (for example supervisory, management or computer training which is relevant to this application)			
Date attended	Course provider	Title of course	Topics covered

<b>6 Employment History</b>					
<b>Present Employment</b>					
Name and address of employer			Length of time with employer		
			Present salary		
			Notice period (or date left)		
Job title:					
Main Duties:					
Reason you are seeking other employment:					
<b>Previous employment</b> (list in order, most recent first) Please account for any periods of time not spent in employment. For posts in the last three years please state final salary.					
Dates		Name and address of employer	Position held	Final salary	Reason for leaving
From Mm/yy	To mm/yy				

## 7 Driving Licence

Do you hold a current driving licence? NO/FULL/PROVISIONAL (delete as appropriate)

Does your licence have penalty point endorsements? YES/NO (delete as appropriate)

If your licence has penalty point endorsements, give details

## 8 Referees

Please give the names of your referees. If you have been in employment they should know you in a work capacity and be able to comment on your suitability for the post you are applying for. Preferably they should hold/have held a more senior position to you.

**One referee must be your current/most recent employer. If you do not want your referees to be contacted before the interview, please tick  box below.**

	First Don't contact before interview <input type="checkbox"/>	Second Don't contact before interview <input type="checkbox"/>
Name		
Designation		
Address		
Post Code		
Telephone		
Fax/E-mail		

## **9 Information to Help Us Consider Your Application**

Please add any more information, relevant experience and achievements to date, and tell us what you could bring to this position. Please use more sheets, if necessary, making sure that your name (surname and initials) is on any separate sheets you use:

## **10 Leisure Activities or Interests**

## 11 Relationship

If you are related to a Councillor or Senior Officer of any Council within the Stirling, Falkirk, Clackmannanshire areas, or any employee of the Central Scotland Valuation Joint Board, you are required to inform us at this stage. This will allow us to judge whether they require to take any steps to ensure non-involvement in your possible recruitment. If you are in any doubt whether you are required to answer this question, telephone the person to whom this application form is to be returned. Your enquiry will be dealt with in strict confidence.

Councillor/Senior Officer/Employee

Relationship

## 12 Rehabilitation of Offenders Act 1974

Under the Rehabilitation of Offenders Act 1974 we require you to disclose any convictions which are not spent.

Do you have any such convictions?

Yes / No

(Please **delete** whichever **not** applicable)

If yes, state when, the court, the offence and disposal in the space provided below

Date:

Court:

Offence:

Disposal:

## 13 Declaration

Declaration – Please note only sign with initial(s) and surname

***I verify that the information supplied by me on this application form, and on any additional sheets submitted, is true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information is false or that I have withheld information I am liable to dismissal, without notice.***

Signed

Date