

Application for Employment In Confidence



Please complete this form in full. CV's are not acceptable. Additional information may be attached on separate sheets if necessary. **If completed by hand please use black ink and block capitals**, as the form will be scanned. It is essential that you submit your Application Form along with your Diversity and Equalities Monitoring Form to the following address:

**First Floor, Inspire Building,
Beach Boulevard, AB24 5HP**

Vacancy Details

Vacancy applied for: _____

Candidate ID: _____

Advert Reference: _____

Where did you see vacancy advertised? _____

Personal Details

Surname: _____

Initials: _____

Address: _____

Post Code: _____

Telephone: _____

Home

Telephone: _____

Work

Telephone: _____

Mobile

E-Mail: _____

Please indicate your preferred contact telephone number by ticking the appropriate box(s) above. If an e-mail address is provided, this will be used for all future correspondence. You should therefore check your mailbox regularly for progress of your application.

Qualifications – Further/Higher Education		
Type (e.g. standard grade, higher, undergraduate degree etc.)	Subject	Result (grades attained/expected)

Courses/Professional Memberships		
Course/Membership	Result/Level/Registration Number	Dates of course and/or registration

Experience				
Please list below, stating in chronological order (most recent first) .				
Company	Dates From To		Job Title	Salary/Wage

Please give a brief description of your duties and your reason for leaving:

Experience (Continued)

Company	Dates From To	Job Title	Description of duties and reason for leaving

Referees

Please name two referees who have supervised you and/or your work, including your current or most recent employer. Your referees may be contacted at this stage unless you indicate your objection by ticking the appropriate box(s) below. However, satisfactory references will be required prior to any offer of employment being made.

Name: _____

Name: _____

Position: _____

Position: _____

Address: _____

Address: _____

Post Code: _____

Post Code: _____

Telephone: _____

Telephone: _____

E-Mail: _____

E-Mail: _____

Please tick the relevant box(s) below **if you do not wish** referees to be contacted prior to interview

Referee 1: Referee 2:

Please Detail Relevant Information: Please support your application by describing how you meet all of the job requirements set out in the job profile including each of the behaviours

Protection of Vulnerable Groups Membership (PVG)

Do you have PVG Membership? Yes No

If yes, is this for Adults/Children/Both (please delete as appropriate)

If yes, please provide your 16 digit Membership number:

Foreign Police Check

Have you spent a continuous period of three months or more outwith the UK within the past five years? Yes No

Guaranteed Job Interview Scheme

This guarantees an interview for people with disabilities who meet the essential criteria of the job.

Do you wish your application to be considered under this scheme?

Yes No



If applying for this position on a job share basis only, please provide details of your availability on a separate sheet

Are you eligible to work in the UK? Yes No

Relationship to Aberdeen City Council Elected Members and Senior Officers: Please state any such relationship you have:

Declarations

(1) "I understand that (a) appointment to this job will be subject to the information contained in this form being correct (b) canvassing of Elected Members or officials of the Council directly or indirectly shall disqualify and (c) where canvassing or deliberate statement of false information is found to have occurred I am liable to dismissal at any time and

(2) I give my explicit consent to Bon Accord Care processing sensitive personal data, by means of a computer database or otherwise and in accordance with the Data Protection Act 1998, any information which I provide to them, for the purpose of employment by the Council"

Sign: _____ Date: _____

NB You need only sign with initials and surname.