# APPLICATION FOR EMPLOYMENT

This application form has been designed to tell us all we need to know about you at this stage. Please complete the form electronically or in black ink and block capitals and return it to:

**Anne Fraser, General Manager, Tobermory harbour Association, Ledaig, Tobermory, Isle of Mull, PA75 6NR**

**or email a copy to *Anne.Fraser@tobermoryharbour.co.uk***

Post applied for: ………………………………………………………………………………………..

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Surname: |  |
| Forenames: |  |
| Title (Mr, Mrs, Miss, etc.): |  |
| Previous names (if any): |  |
| Current address: |  |
| Email address: |  |
| Daytime telephone number: |  |
| Do you have the right to take up employment in the UK? If no, please provide further details. | YES / NO |
| National Insurance Number: |  |
| Dates you are not available for interview |  |

**EDUCATION AND QUALIFICATIONS**

**From Standard Grade/National Certificate/GSCE or equivalent to degree level in chronological order**

|  |  |  |
| --- | --- | --- |
| **Establishment** | **Qualifications gained** | **Date gained** |
|  |  |  |

**POST GRADUATE EDUCATION/ PROFESSIONAL QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Establishment** | **Qualifications gained** | **Date gained** |
|  |  |  |

**WORK EXPERIENCE**

Please give details of your last three jobs. Any relevant posts held before then may also be mentioned. Please begin with your present or most recent position and then work chronologically backwards.

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Name and address of employer** | **Job title, description of duties and responsibilities, reason for leaving and salary on leaving** |
|  |  |  |  |
|  |  |  |  |
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**OTHER INFORMATION**

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| **Do you have any other training, qualifications, skills or personal qualities relevant to the post (e.g. knowledge of a foreign language, computer literacy, full driving licence, etc.)?** |

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| **Please give details of, and provide an explanation for, any time when you were not either working or in full-time education.** |

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| **Please give details of your main extra-curricular activities and interests.** |

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| **Please use this space to say why you are interested in the post for which you have applied, why you believe you are the best person for the job and provide any other information that may assist your application.** |

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| **If you are successful, when could you take up your post? How many weeks’ or months’ notice do you have to give to your current employer?** |
| ***Do you have any commitments which would have an impact on your work obligations?*** (e.g. holiday bookings, Territorial Army, other voluntary commitments – please specify?) |

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| **If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview.** |

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| **What are your salary expectations?** |

**REFEREES**

Please give details of two referees, one of whom must be your current or most recent employer or, if this is an application for your first job, your schoolteacher or higher or further education lecturer. Neither referee should be a relative or contemporary. ***(referees will not be contacted without your permission)***

|  |  |
| --- | --- |
| **First referee** | **Second referee** |
| **Name:**  **Organisation:**  **Position:**  **Address:**  **Tel:**  **Email:** | **Name:**  **Organisation:**  **Position:**  **Address:**  **Tel:**  **Email:** |

|  |
| --- |
| **[Rehabilitation of Offenders Act 1974**  In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose all and any past or pending cautions or convictions, whether spent or otherwise, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.  Please specify below details of all and any past or pending cautions or convictions, whether spent or otherwise, except for protected cautions or convictions. If you have no past or pending cautions or convictions, please specify “None”.] |

**Right to work in the UK**

Do you need a work permit to work in the UK? Yes / No

**Declaration**

I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

I hereby consent to the Company processing the information supplied on this application form for the purposes of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Signed: ……………………………………………….

*(Electronic signatures accepted)*

Date: ……………………………………………….

***Equal Opportunities:***

*The THA is an equal opportunities employer and does not discriminate on the grounds of age, gender, race, religion or sexual orientation.*

*Candidate Privacy Notice:*

*The THA respects your privacy and is committed to protecting your personal data. Our privacy notice explains the type of personal data we collect from job applicants and the basis for processing that data and can be found on our website www.tobermoryharbour.co.uk*