

Please ■ Do not attach a CV ■ Complete in black ink, or type

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| Your application will be considered on the basis of the requirements of the post as set out in the job description and person specification. The front page of this form will not be sent to the shortlisting panel until after decisions to invite to interview are made. The Equal Opportunities Monitoring Form will not be viewed until after the final recruitment decision has been made.

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| **Application for post of:** |  |

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| --- | --- |
| **Last Name** |  |
| **Other Names** |  |
| **Address (including postcode)** |  |
| **Contact Numbers (work, home and mobile) – please indicate which you would prefer us to use** |  |
| **Email address** |  |
| **Preferred pronouns (e.g. He/She/They)** |  |

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| ***For office use only***Applicant number:Date received:      |

 Text  Description automatically generated with low confidencePlease ■ Do not attach a CV ■ Complete in black ink, or type

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| Application for the post of:  |  |

Present or most recent employment/voluntary work |
| Employer’s name and address | Date of commencement Date finished (if applicable) Salary |
| Period of notice required |
| Post held |
| Reason for leaving |
| Please give a brief description of your duties and responsibilities |

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| Previous employment/voluntary work (most recent first) |

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| --- | --- | --- | --- |
| From (month/year) | To (month/year) | Employer | Role(s) and responsibilities |

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| Please explain any gaps in employment history (e.g. travel, caring, career breaks etc) |

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| Qualifications Please detail relevant formal education and other qualifications obtained. |
| **Course and qualification**  | Where studied |  |

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| Training Please detail any other course/s undertaken (including specialist in-house training, short courses etc.) that are relevant to this post. |
| **Subject(s)** | Dates |

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| Additional Information |

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| Before completing this section, please read the job description and person specification for this post carefully. Please ensure you address all of the criteria in the person specification by giving details of knowledge and understanding, experience (paid or voluntary), skills and abilities, and the values and approach relevant to this post. Please submit no more than 3 sides of A4 only, and avoid entering your name or signing in this section. |

**Referees**

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| Please provide two referees. One should be your present or most recent employer. The other should be someone who has known you through your work or education. All appointments are subject to satisfactory references. |
| Name: Email: Address: Tel:  | Name: Email: Address: Tel:  |
| How do you know this person? | How do you know this person? |

Please return your completed application form and Equal Opportunities Monitoring Form by the date and time indicated on the advert for the role.

We would prefer if you could e-mail them, for practical reasons, using Word (doc or docx) or a similar accessible format (**not as a PDF, as this makes separating your personal details more difficult**) to: admin@hrcscotland.org

If this is not possible or if you wish to submit them in an alternative format (e.g. for access reasons) please contact us as soon as possible to arrange this at info@hrcscotland.org.