



# APPLICATION FORM FOR EMPLOYMENT

## POSITION APPLIED FOR:

*Surname:*

*Forename(s):*

*Address:*

*Tel No:*

*Mobile No:*

*Email:*

## CURRENT OR MOST RECENT JOB:

*Post Held:*

*Employer's Name & Address:*

*Start Date:*

*End Date:*

*Outline of Duties:*

*Salary:*

## EMPLOYMENT STATUS:

*Do you require a work permit?*

*Yes/No*

*If yes, do you have one?*

*Yes/No*

*When does it expire?*

*Date:*

*What is your National Insurance number?*



**FURTHER INFORMATION:**

*Please give details of any experience or achievements you think is relevant to this role.*

**NOTICE PERIOD:**

*What is your current notice period?*

*Alternatively, when are you available to start work?*

**CRIMINAL CONVICTIONS:**

*Have you had any criminal convictions over the past 10 years that would be considered unspent under the Rehabilitation Offenders Act 1974?* *Yes/No*

**DISABILITIES:**

*The Disability Discrimination Act 1995 (DDA) defines Disability as follows “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”.*

*Do you have any disabilities for which special arrangements should be made, either in the recruitment process or in employment?*

*Yes/No*

*If so, please specify the nature of the disability:*

**DRIVING LICENCE:**

*Do you have a driving licence?* *Yes/No*

## REFERENCES:

*If you have worked, at least one of your referees must be your current or most recent employer.*

*Name:*

*Address:*

*Relationship to Applicant:*

*Name:*

*Address:*

*Relationship to Applicant:*

*It is our normal practice to request references prior to interview. Please advise if you do not wish your referees to be contacted without prior notification.*

*Referee 1*

*Referee 2*

## DATA PROTECTION:

In processing any personal information or data we hold about you we will comply with the requirements of the Data Protection Act 1998 (the "Act"). In particular all reasonable steps will be taken to ensure data is processed fairly, kept secure, protected against loss or damage and only disclosed (unless required by law or legal process) on a need to know basis.

## DECLARATION:

I declare that to the best of my knowledge the information contained in this form is accurate and I consent to details being retained confidentially and used for specific and lawful purposes as specified in the Data Protection Act 1998.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EQUAL OPPORTUNITIES:

McEwens is an Equal Opportunities Employer. Our policy is that no job applicant or employee receive less favourable treatment on the grounds of their sex, marital status, sexual orientation, politics, religion, colour, race, ethnic origins or disability.

*Please return your completed form to:  
Personnel Department, McEwens of Perth, 56 St John Street, Perth PH1 5SN*