

# JOB APPLICATION

Application for the post of..... Ref. No. ....

Source of Application.....

## PART A PERSONAL DETAILS

Surname..... Title (please circle) Ms Miss Mrs Mr Dr Other .....

Forename(s)..... Date of Birth 

D	D	M	M	Y	Y

Home Address..... Home Tel. No.....

..... Day Tel. No.....

..... Mobile Tel. No.....

Postcode..... Full Driving Licence  YES  NO

Email Address.....

**Moray College UHI is committed to equality and diversity and seeks to ensure that no candidate is disadvantaged by conditions or requirements which cannot be shown to be objectively justified. The information provided in Parts B to D will be used for statistical purposes and will be removed in advance of the selection process.**

## PART B EQUALITY AND DIVERSITY

### Guaranteed Job Interview Scheme for Applicants with Disabilities

If you have a disability (as per the definition in the Disability Discrimination Act), and meet the essential criteria specified on the Person Specification we will guarantee you an interview where you will be considered for the position solely on merit.

Do you have a disability?  YES  NO

If invited for interview, would you require any special facilities as a result of any disability? If **YES**, please specify requirements:

.....

### Gender

Male  Female

### Age

15 - 19  20 - 29  30 - 44  45 - 64  65 and over

### Sexual Orientation

I would describe myself as:

Bisexual  Gay  Heterosexual  Lesbian

Other  Information declined

**PART B**      **EQUALITY AND DIVERSITY (continued)**

**Ethnic Origin**

I would describe myself as:

<input type="checkbox"/> White Scottish	<input type="checkbox"/> White English	<input type="checkbox"/> White Welsh	<input type="checkbox"/> White Irish
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Chinese
<input type="checkbox"/> African	<input type="checkbox"/> Mixed .....		
<input type="checkbox"/> Other White Background	<input type="checkbox"/> Other Asian Background	<input type="checkbox"/> Other Black Background	<input type="checkbox"/> Any Other Background
.....	.....	.....	.....

**Religion**

I would describe myself as:

<input type="checkbox"/> Christian	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Hindu	<input type="checkbox"/> Sikh
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Agnostic	<input type="checkbox"/> Atheist
<input type="checkbox"/> Information declined	<input type="checkbox"/> Other (please state) .....		

**PART C**      **HEALTH**

Number of days off in the last 2 years due to sickness     

Please give details of any major/recurring illness over the last 5 years and any resulting periods of absence from your employment:

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.....

**PART D**      **DECLARATION OF CRIMINAL CONVICTIONS**

**The post for which you have applied is defined as exempted employment within the terms of the The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003. You are therefore required to declare any convictions that have been imposed on you, whether or not they would, in terms of the Act, be classed as spent. Please detail the offence(s) of which convicted (including spent convictions) and enclose in a sealed envelope stapled to this application.)**

Declaration of any convictions will not in itself disbar you from being considered for the post.

Non-declaration of convictions, which subsequently become known to the College may lead to initiation of procedures to dismiss you from the service of Moray College UHI.

I declare that **I do not have** any pending, current or spent convictions.

I declare that **I do have** pending, current or spent convictions and **have attached details** of them

**Signature**.....      **Date** .....

**PART E EMPLOYMENT DETAILS**

**Present or most recent employment**

Name and address of employer:

Position Held	Date of Commencement	Date Left	Reason for Leaving	Salary

Full description of duties, achievements and any notice required

*(continue on a separate sheet if required)*

**Previous Employment (in chronological order with most recent employment first)**

Dates		Name of employer, nature of business, job title, brief details of your responsibilities, achievements and remuneration.	Reason for leaving
From	To		

*(continue on a separate sheet if required)*

**PART F****EDUCATIONAL DETAILS****Secondary Education**

Dates		Certificate(s) Gained and Grades
From	To	

**Further and Higher Education**

Name of Establishment <i>(full or part time and dates)</i>	Qualification(s) Gained <i>(grade, class or division)</i>	Courses Studied <i>(inc. any project dissertation or thesis work undertaken)</i>

**Membership of Professional or Technical Associations (showing membership awarded)**

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**Relevant Training Courses**

Date Attended	Duration	Provider	Course Title and Details

**Current Studies**

Please detail any studies you are currently undertaking including expected completion date.

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**PART G**

**PERSONAL STATEMENT**

**Relevant abilities, skills, knowledge and experience**

Please provide any other relevant information on how you meet the shortlisting criteria as set out in the Person Specification, drawing on all aspects of your education and experience.

*(continue on a separate sheet if required)*

<b>PART H</b>	<b>REFEREES</b>
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Please give the names and addresses of two referees, one of whom should be your **PRESENT OR MOST RECENT EMPLOYER** (not more than 2 years ago). Personal referees should be given only if there is no previous employer or educational establishment to which references can be made.

Name:	Name:
Position:	Position:
Address:	Address:
Tel:	Tel:

If you do not wish references to be taken up prior to interview, please tick the box:

<b>PART I</b>	<b>DECLARATION</b>
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I have not canvassed and will not canvass, either directly or indirectly, in connection with the above appointment and I am aware that canvassing will lead to a disqualification.

I am not related to an employee or a member of the Board of Management of Moray College

I am related to an employee or a member of the Board of Management of Moray College.

Name of individual concerned .....

Nature of relationship:.....

I certify that, to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice. I give explicit consent that the information provided by me on this form may be processed in accordance with Moray College's registration under the Data Protection Act and authorise the disclosure of personal data where references are taken up.

Signature..... Date .....

Number of continuation sheets attached (if any)

Declaration of Criminal Convictions attached (if relevant)  Yes  Not applicable

**When completed, please return this form to:**

**HR Section**  
**Moray College, Moray Street**  
**ELGIN, Moray. IV30 1JJ**

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