

Thank you for your interest in the position available with SVR. Please complete this section in black ink.

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| --- | --- |
| **ROLE/POST** | **Whitefoord House Receptionist P/T – Maternity Cover** |

**PERSONAL**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Surname** | |  | | | | **Initial(s)** |  | |
| **Address** |  | | | **Tel No: Home** | |  | |
|  | | | | **Tel No: Mobile** | |  | | |
|  | | | | **e-Mail:** |  | | | |
| **Post Code** | | |  |

**CURRENT/MOST RECENT EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** |  | | **Dates (from-to)** |  |
| **Job Title** |  | | **Salary** |  |
| **Reason for leaving**: | |  | | |
| **Summary of Duties/Responsibilities** | | | | |
|  | | | | |

**EMPLOYMENT HISTORY**

Other employment history should be brief. Start with the most recent job.

You must include any periods that you have not been employed.

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| --- | --- | --- | --- | --- |
| Date from | Date to | Employers name and address | Post held | Reason for leaving |
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**EDUCATION DETAILS**

Please provide details of qualifications gained and state Level and Grade as appropriate.

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| --- | --- | --- | --- | --- |
| School | Date from | Date to | Subject | Qualification |
|  |  |  |  |  |
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**QUALIFICATIONS AND TRAINING**

Please detail any qualifications or training courses undertaken and membership of any professional bodies starting with the most recent.

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| --- | --- | --- | --- | --- |
| College/University | Date from | Date to | Qualification gained | Date obtained |
|  |  |  |  |  |
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**SUPPORTING STATEMENT**

This Statement is what we will be using to shortlist therefore please ensure you consider as many points in the Job Description as possible. Please provide details of why you think you are suitable for this post including relevant experience, skills, knowledge and achievements. Please give examples. Continue on a separate sheet if necessary.

**REHABILITATION OF OFFENDERS ACT 1974**

The post for which you have applied is defined as exempted employment under the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended).

Having a conviction will not necessarily prevent you from being offered a position should you be successful at interview. However, in the event of employment, failure to have not disclosed or given a false statement may render you liable to summary Dismissal.

Applicants with citizenship from outside the UK and applicants who have spent more than 3 consecutive months living or working outside the UK have to provide criminal disclosure/police checks from their home country/the country visited before an application can be processed further. Information on how this can be obtained and about countries who operate similar schemes than in the UK can be found on [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/)

**DISABILITY**

|  |  |
| --- | --- |
| The Equality Act 2010 considers someone to be disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. | |
| Do you consider yourself to have a disability? |  |
|  |  |

Note: If you have a disability and meet the minimum requirements for the job, you will be guaranteed an interview. Please give further information about any special requirements needed for interview/

**OTHER INFORMATION**

Do you require a work permit to work in the UK? If yes, please give details.

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**REFEREES**

Please give names and full addresses, including postcodes, of two referees. One referee **must be** your present or most recent employer and the other referee should know you in a paid or unpaid work capacity.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Present or most recent employer** | | |  | **Second Referee** | | |
| Name: | |  | | Name: | |  |
| Job Title: | |  | | Title: | |  |
| Organisation: | |  | | Organisation: | |  |
| Address: | |  | | Address: | |  |
|  | | | |  | | |
|  | | | |  | | |
| Tel No: (work) |  | | | Tel No: |  | |
| e-Mail: |  | | | e-Mail: |  | |
| Capacity in which they know you. |  | | | Capacity in which they know you | |  |

**DECLARATION**

I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient to cause for rejection or, if employed, Dismissal.

I authorise Scottish Veterans Residences to obtain references to support this application once an offer has been made. I accept that any offer of employment will be subject to the receipt of satisfactory references, medical assessment, and Disclosure Scotland satisfactory clearance.

**DATA PROTECTION ACT 2018**

**The information provided in this form will be processed in accordance with SVR’s Data Protection: Privacy Notice which is available on our website.**

**EQUAL OPPORTUNITIES**

Scottish Veterans Residences operates within its policy of equal opportunity and not to discriminate against any person on the ground of gender, marital status, family circumstances, race, ethnic or national origins, disabilities, age, religion, political or sexual orientation.

**Completed application forms should be returned to:**

Jamie Donaghy

Scottish Veterans’ Residences

53 Canongate

Edinburgh

EH8 8BS

**Email:** [**jamie.donaghy@svronline.org**](mailto:jamie.donaghy@svronline.org)

Please note, only applicants invited for interview will be notified. If you do not hear from us within one month of the advert closing, please assume that your application has been unsuccessful on this occasion.