



## City of Elgin BID Ltd

### Application Form

#### Confidential

Please complete the form fully and concisely

Interviews will be held on Wednesday 15<sup>th</sup> July in Elgin City Centre – location TBC

| Contact Details  |  |
|--|--|
| Surname  | Forename   |
| Address;<br><br>Postcode;  | National Insurance Number;<br><br>Contact Phone Number;<br><br>E mail Address; |
| Do you have a current driving licence?<br><br>Yes                                  No<br><br>If yes do you have any current endorsements and what are they for?  | Are you a carowner?<br><br>Yes                                  No             |
| Do you have the right to take up employment in the UK?<br><br>Yes                                  No  | If no, please provide further details.?  |
| If you are disabled, please give details of any special arrangements or adjustments you would require in order to attend interview (this enables us to comply with our obligations under the Equality Act 2010). |  |
| Please use this space to say why you are interested in the post for and why you believe that you are the best person for the job. (Maximum 150 words)  |  |

## Employment History and Experience

Present or Most Recent Experience

Employers Name and Address

Date started;

Date left (if applicable);

Job Title;

Postcode;

Present/former salary;

Please outline the principle duties of this post;

Previous Employment Experience

Employers Name and Address

Date started;

Date left ;

Job Title;

Postcode;

Present/former salary;

Please outline the principle duties of this post;

Employers Name and Address

Date started;

Date left (if applicable);

Job Title;

Postcode;

Present/former salary;

Please outline the principle duties of this post;

|                            |                            |
|----------------------------|----------------------------|
| Employers Name and Address | Date started;              |
|                            | Date left (if applicable); |
|                            | Job Title;                 |
| Postcode;                  | Present/former salary;     |

Please outline the principle duties of this post;

Please continue on a separate sheet if necessary

### Education and Training

| University/College | Full or Part Time | Start Date | Finish Date | Qualifications Passed |
|--------------------|-------------------|------------|-------------|-----------------------|
|                    |                   |            |             |                       |

| Professional Training Courses/Qualifications | Date Completed | Qualifications Passed |
|--|----------------|-----------------------|
|  |                |                       |

|   |   |
|---|---|
| Membership of Professional Associations | Please highlight grade and relevant dates |
|   |   |

Additional Information –  
Please provide any additional information you feel is relevant to your application

Rehabilitation of Offenders Act 1974 (Only if applicable)

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, 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 about criminal cautions, convictions and offences 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".]

References

Name;

Position:

Address;

Postcode;

E mail Address;

Phone Number;

Relationship;

Name;

Position:

Address;

Postcode;

E mail Address;

Phone Number;

Relationship;

Please give details of two referees, one of whom should be your current or most recent employer.

Please note that we will only contact your referees if we decide to make you an offer of employment and we will inform you at that time that we are doing so.

The Company will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which [has been made available for you to download from its website as part of this recruitment campaign] OR [is included with your recruitment pack]. The Company will only process your personal data where it has a lawful basis for such processing.

*Declaration*

I declare that the information I have given on this application form is, to the best of my knowledge, 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.

Signature of Applicant –

Date –

Please return the completed form to Tina Mainland – [tina.mainland@elginbid.co.uk](mailto:tina.mainland@elginbid.co.uk) by 3.00pm on Friday 10<sup>th</sup> July 2020.