



**THE LEADING SCOTTISH EMPLOYMENT AND TRAINING ORGANISATION
SPECIALISING IN WORK WITH OFFENDERS**

**9 Great Stuart Street Edinburgh EH3 7TP Telephone: 0131 220 0130
Fax: 0131 220 6796 Email: admin@apexscotland.org.uk
Web: www.apexscotland.org.uk**

=====

APPLICATION FORM

You should attempt to answer all relevant questions as fully as possible and it is strongly recommended that you read the Guidelines.

Post for which you are applying: _____

Post reference: _____

=====

**Guidelines: Personal
Details**

1. PERSONAL DETAILS

a) If you wish to use a title, please give it with your name e.g. Ms, Mr.

a) Name: _____

Address for correspondence: _____

b) If we need to telephone you at your place of work, we will not identify in any way who we are or why we are calling.

b) Tel: Day: _____

Evening: _____

c) Please let us know of any dates you could not attend for interview within the forthcoming month. We cannot guarantee to interview you if you cannot make the specified date.

c) Dates you are not available for interview:

d) If successful, how soon would you be able to start? _____

The following sections provide the information on which we decide whether or not to invite you for interview. It is therefore important that you complete all sections fully. You should read the accompanying job description and other material and consider carefully whether your experience matches our requirements.

Guidelines: Education & Training

Please tell us about the education and qualifications relevant to the advertised post.

It is not necessary to list every SCE/H & SQA qualifications etc you have received. 4 SCE's, 2Hs is sufficient but you may wish to highlight any which are particularly relevant to the post. (Scottish examples have been used but qualifications gained in any country are equally acceptable.)

2. EDUCATION & TRAINING

Subject	Level/Qualification	Date gained
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list any training you have received or are currently undertaking which did not lead to a qualification but which you feel is relevant to the advertised post.

Subject	Course provider	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Guidelines: Current Experience

a) You should include details of your current or most recent employment. It will be sufficient to detail the main duties and responsibilities of your post.

3. CURRENT EXPERIENCE

a) Name and address of employer: _____

Position held: _____

Dates employed: From: _____ To: _____

Brief outline of duties and responsibilities:

Reason/s for leaving this position:

b) This section should be used to tell us about anything you are currently doing, other than paid employment. We have given a number of examples but there may be others.

Present salary: _____

b) If you are **NOT** currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in voluntary employment or studying or unemployed or working in the home.

Much of what you do now may be relevant to the advertised post, even if it is not paid employment. Please ensure that you tell us about it.

Guidelines: Previous Experience

a) b) c) This section should be used to tell us about relevant previous experience whether from employment, voluntary work, studying , etc.

4. PREVIOUS EXPERIENCE

a) Name and address of employer:

Dates employed: From: _____ To: _____

Brief outline of duties and responsibilities:

Reason/s for leaving this position/salary:

b) Name and address of employer:

Dates employed: From: _____ To: _____

Brief outline of duties and responsibilities:

Reason/s for leaving this position/salary:

c) Name and address of employer:

Dates employed: From: _____ To: _____

Brief outline of duties and responsibilities:

Reason/s for leaving this position/salary:

If you need more space, please use a separate piece of paper.
Mark each additional sheet(s) with your name and the section of this form it refers to.

Guidelines: Driving Licence

If you are currently learning to drive, or have a test date booked, please let us know.

6. DRIVING LICENCE

Do you hold a current driving licence? **YES/NO**

Do you have any endorsements? **YES/NO**

If YES, please specify date endorsement was received, number of penalty points and offence committed.

Guidelines: Disability

Apex Scotland is fully committed to improving work and career opportunities for disabled people. As a Disability Symbol user, we offer a Guaranteed Interview Scheme which means we are committed to a positive approach in the selection of people with disabilities, including interviewing all disabled persons who meet the minimum selection criteria. The Disability Discrimination Act 1995 defines a disabled person as someone who has “a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities”. Having a permanent disability will not automatically discount you from interview but we do need to be aware of it as this will allow the organisation to make any arrangements which may be required to support your application.

7. DISABILITY

Do you wish to be considered under the Guaranteed Interview Scheme? **YES/NO**

If YES, please complete the Declaration below.

Do you require any special arrangements to be made for the interview? **YES/NO**

If YES, please give details:

DECLARATION

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

NAME: _____ **DATE:** _____

SIGNATURE: _____

Guidelines: References

Employment at Apex is subject to receipt of two satisfactory references and you will be unable to complete your probationary period until we have written references for you. If for any reason, references do not check out satisfactorily, we will contact you.

8. REFERENCES

Please supply details of two referees. These should not include relatives or someone who is known to you only as a personal friend.

If you are in current employment, one reference must be from your current employer.

If you, or your referees, are unable to verify information which is material to your appointment then we may have to check it ourselves.

FIRST REFEREE

Name:

Address:

Tel: _____

Occupation/Title:

SECOND REFEREE

Name:

Address:

Tel: _____

Occupation/Title:

Do you require permission to work in the United Kingdom Yes/No

If yes, please give details

=====

I certify that the information given on this form is correct to the best of my knowledge. I consent to Apex Scotland checking any information I am unable to verify personally.

Signed _____

Date _____

Please return, marked Private & Confidential, to:
Human Resources, Apex Scotland, 9 Great Stuart Street, Edinburgh, EH3 7TP

Apex Scotland is an Equal Opportunities employer. A disability or health problem does not preclude full consideration for employment with Apex Scotland and applications from suitably qualified disabled people and offenders are welcomed.

March 2013

