



PLANTING
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www.csft.org.uk

Registered Charity No: SC011891

Hillhouse ridge, Shottskirk Road, Shotts, Lanarkshire ML7 4JS
Telephone: 01501 822015 Fax: 01501 823919 Website: www.csft.org.uk

APPLICATION FORM

POST APPLIED FOR:

PERSONAL INFORMATION

Surname:	Forename(s)
Address:	Home Tel No:
.....	Daytime Tel No:
.....	Mobile Tel No:
Post Code:	E-Mail:

Are you legally eligible for employment in the UK?

Do you have proof of eligibility to work in the UK?

Documents providing evidence of eligibility include a UK passport or original Birth Certificate.

How did you hear about this vacancy?

Have you, or any relative worked for this organisation before? YES/NO

EDUCATION AND TRAINING (include professional/technical qualifications)

EDUCATIONAL ESTABLISHMENT	DURATION OF STUDY	QUALIFICATIONS

MEMBERSHIP OF PROFESSIONAL INSTITUTES & SOCIETIES

NAME OF ORGANISATION

GRADE

PUBLIC OR VOLUNTARY COMMITMENTS

Please give details of membership of any public or voluntary body and indicate the approximate time commitment entailed:

.....
.....
.....

PRESENT EMPLOYMENT

Employer's Name:

Address:

Position:

.....

Date Appointed:

.....

Salary:

.....

Notice Period:

Post Code:

Telephone No:

Please detail duties/responsibilities:

.....
.....
.....
.....
.....
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.....
.....
.....

PREVIOUS EMPLOYMENT
(most recent employer first)

Employer's Name & Address	Position	Dates	Final Salary

REFERENCES (please give two referees, one of whom should be your present employer)

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:.....	Post Code:.....
Tel No:	Tel No:

Please note that we will not contact your present employer for a reference without your permission. However, any job offer made will be subject to receipt of satisfactory references. It is our policy to contact all named referees.

DO YOU HOLD A CURRENT FULL UK DRIVING LICENCE? YES/NO

DO YOU OWN A CAR? YES/NO

ANY ENDORSEMENTS/DISQUALIFICATIONS?

.....

EXPERIENCE AND REASON FOR APPLYING FOR THIS POST

Please give details of all experience relevant to this post. Include current duties and short training courses attended.

LEISURE ACTIVITIES

Do you need any special facilities to help you attend an interview or to perform the job?
If YES, please give details.

YES/NO

.....
.....

Criminal Convictions

Have you ever been convicted of a criminal offence, other than a 'spent' conviction under the Rehabilitation of Offenders Act 1974?
If YES, please give details.

YES/NO

.....
.....

I certify that all particulars I have given in relation to this application are correct to the best of my knowledge and that I have not withheld any information which would significantly affect the company's judgement of my suitability for employment. I accept that any false or misleading declaration or omission of relevant information may disqualify me from employment and render me liable to dismissal.

I understand that any job offer is subject to references, a medical report and a probationary period all of which must be deemed by the Company to be satisfactory.

I will provide at interview/before commencing work provide proof of entitlement to work in the UK e.g. (passport, NI documents, work permit, P45).

Signature _____ Date _____

Data Protection Act

I give the Company permission to collect, retain and process this information about me, particularly that relating to items such as age, sex and ethnic origin. This information will only be used in order to monitor compliance with the laws and best practice in terms of equal opportunity and non-discrimination.

I declare to the best of my knowledge and belief that the information given is correct and consent to it being held on file under the terms of the Data Protection Act.

Signature:

Date:

GENERAL INFORMATION

(This page will be detached prior to the selection interview)

The Company is committed to continuing to develop its Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly, irrespective of sex, age, marital status, disability, racial or ethnic origin. This section of the application form will help us to monitor the effects of our Policy and will be used for no other purpose. We would be grateful if you would complete it.

Ethnic Origin (please tick one box)

I would describe my ethnic origin as:

BLACK

- Afro-Caribbean
- African
- Asian
- Other – please specify

WHITE

- UK European
- Other – please specify



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