



Private and Confidential

Application Form

Please complete this form and return it to: Recruitment@carnegieclub.co.uk

HR
The Carnegie Club at Skibo Castle
Dornoch
IV25 3RQ

Position applied for:

Source of information

To help us monitor our advertising policy, please confirm to us where you saw this post advertised.

- Local Press
 - National Press
 - Company Website
 - Company Facebook Page
 - Job Centre
 - Other (please specify)
-

Personal Details

Title: Surname: Forname(s):

Address:

Postcode:

Contact Details

Home:

Mobile:

Work:

Email:

Eligibility to work in the UK & Ireland: You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application.

Please confirm which of the following you have:

British Passport or UK birth certificate

Certificate of registration/naturalisation as a British Citizen

Passport showing right to live and work in the UK

EEC Passport or identity card plus required work registration letter

| | | |
|--|-----|----|
| Do you have a current driving licence? | Yes | No |
|--|-----|----|

| | | |
|-------------------------------|-----|----|
| Do you have your own vehicle? | Yes | No |
|-------------------------------|-----|----|

Employment Record

Current or most recent role

Position held:

From:

To:

Name and address of employer:

Brief description of duties:

Salary for this role:

Reason for leaving:

Notice period required:

Previous employment

(Please start with the most recent and work backwards)

Position held:

From:

To:

Name and address of employer:

Brief description of duties:

Salary for this role:

Reason for leaving:

Previous employment

Position held:

From:

To:

Name and address of employer:

Brief description of duties:

Salary for this role:

Reason for leaving:

Previous employment

Position held:

From:

To:

Name and address of employer:

Brief description of duties:

Salary for this role:

Reason for leaving:

Other Experience

(Please indicate any other experience that you have gained, for example, work in the community, sports team, charity or work experience)

Experience type:

Brief description:

Education

(Please indicate all qualifications, starting with the most recent)

School/College/University:

Qualifications gained/subjects and grades:

Training/Professional Qualifications

Course:

Brief details:

Professional Affiliation

Professional body:

Level of affiliation:

Achievements

(Please include any further information including details of your main achievements to date, relevant to the application)

Reason for Applying

(Why do you consider you are a suitable candidate for this position and what motivated you to apply?)

If you have a disability, and there are special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these.

I confirm that to the best of my knowledge and belief, the information I have given in support of my application is correct, and understand any misleading statement or deliberate omission may result in my dismissal.

I hereby consent to the processing of sensitive personal data (as defined in the Data Protection Act 1998) involved in the consideration of this application.

I agree that should I be successful in this application, I will, if required, apply to Disclosure Scotland for a basic disclosure. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company, any offer of employment may be withdrawn or my employment terminated.

Signature:

Date:

Thank You For Applying

The following pages will be detached from your application prior to it being considered as they contain information that is strictly private and confidential.

Name:

Position applied for:

References

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: If you are not currently in employment, please supply the name of your most recent employer or an academic reference (eg tutor or teacher). Please indicate whether references may be taken prior to an offer of employment being made and accepted and ensure that your referees are aware of this application.

References should cover the past 3 years.

Current or most recent employer

Name:

Job title:

Email address:

Company address:

Postcode:

Position hold by you:

From:

To:

Can referee be contacted prior to offer being made?

Previous employer

Name:

Job title:

Email address:

Company address:

Postcode:

Position hold by you:

From:

To:

Can referee be contacted prior to offer being made?

Previous employer

Name:

Job title:

Email address:

Company address:

Postcode:

Position hold by you:

From:

To:

Can referee be contacted prior to offer being made?

Rehabilitation of Offenders Act 1974

Applications from ex-offenders are welcomed and will be considered on their merit. Convictions that are irrelevant to this job will not be taken into account. You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?

Yes No

If yes, please provide the following Details:

Date(s)

Offence(s)

Sentence(s) passed:

The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent:

Date(s)

Offence(s)

Sentence(s) passed:

If you are applying for a post which involves contact with either children or vulnerable adults, please also confirm that you are not listed on either of the following (as appropriate):

I confirm that I am not listed on the children's barred list

Or

I confirm that I am not listed on the adults' barred list

And

I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children/vulnerable adults.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying

Equal Opportunities Monitoring

We aim to be an equal opportunities employer, and our policy is that job applicants and employees receive equal treatment regardless of sex, race, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy / maternity or gender reassignment, where any of these cannot be shown to be a requirement of the job concerned. Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please answer the following questions.

Sex:

Male Female Prefer not to say

Age:

16 - 18 19 - 21 22 - 34 35 - 44
45 - 54 65+ Prefer not to say

Marital status:

Single Married / Civil partnership
Co-Habiting Other
Prefer not to say

Disability

Do you consider that you have a disability?

Yes No Prefer not to say

Race

(Please make sure that you read all the categories and then tick the box that applies to you.)

White:

British Irish

Any other white background (please specify)

Mixed race:

White & Black Caribbean White & Black African

White & Asian

Any other mixed background (please specify)

Asian or Asian British:

Pakistani Bangladeshi

Any other Asian background (please specify)

Black or Black British:

Caribbean African

Any other Black background (please specify)

Chinese or other ethnic:

Chinese

Any other Chinese or ethnic (please specify)

Prefer not to say

Sexual Orientation

Heterosexual

Lesbian / Gay

Bi-Sexual

Prefer not to say

Religion

Christian

Buddhist

Hindu

Jewish

Muslim

Sikh

None

Prefer not to say

Any other religion (please specify)

Christian includes: Church of Scotland / England / Ireland, Catholic, Protestant and all other Christian denominations