*Please complete this application* **in full***in***BLACK ink**. *Please note that Curriculum Vitaes (CVs) will not be considered.*

*All appointments are subject to appropriate PVG Membership/Disclosure Scotland check*

|  |  |  |  |
| --- | --- | --- | --- |
| Application for the post of |  |  | **OFFICE USE ONLY** |
|  | Applicant Number |
| Ref. No. |  |  | How did you find out about this vacancy? |  |

|  |  |
| --- | --- |
| **PART A** | ***PERSONAL DETAILS*** |
|   |
| Title |  | Ms |  | Miss |  | Mrs |  | Mr |  | Dr |  | Other |  |  |
| Surname |  |  | Forename(s) |  |  |
| Home Address |  |  | Date of Birth (dd/mm/yy) |  |  |  |  |  |  |  |
|  |  | Home Tel. No |  |  |
|  | Day Tel. No. |  |  |
| Postcode |  |  | Mobile Tel. No |  |  |
| Email Address |  |  |

|  |
| --- |
| **UHI Moray is committed to equality and diversity and seeks to ensure that no candidate is disadvantaged by conditions or requirements which cannot be shown to be objectively justified.** **The information provided in Parts A to C will be used for statistical purposes****and will be removed in advance of the selection process.** |

|  |  |
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| **PART B** | ***EQUALITY AND DIVERSITY*** |
| **Guaranteed Job Interview Scheme for Applicants with Disabilities** |
| If you have a disability (as per the definition in the Disability Discrimination Act), and meet the essential criteria specified on the Person Specification we will guarantee you an interview where you will be considered for the position solely on merit. | A picture containing text  Description automatically generated |
|  | Do you have a disability? |  |  | Yes |  |  | No |  |  | Information declined |  |
|  |
|  | If **YES**, which best describes your disability: |  |
|  |  | Unseen Disability (eg. diabetes) |  | Learning Difficulty (eg. dyslexia) |  | Mental Health Difficulties |  |
|  |  | Blind/Partially Sighted |  |  | Wheelchair/Mobility |  |  | Deaf/Hearing Impaired |  |
|  |  | Multiple disabilities |  |  | Information Declined |  |  |
|  |
|  | In the event of an emergency evacuation, would you require assistance to leave the building safely? |  |
|  |  | Yes *(you will be contacted by the H&S Officer to establish the assistance you require.)* |  |
|  |  | No |  |
|  |
|  | If invited for interview, would you require any special facilities as a result of any disability or any other reason? If **YES**, please specify requirements: |  |
|  |  |  |
|  |  |

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| **PART B** | ***EQUALITY AND DIVERSITY (continued)*** |
| Sexual Orientation |
|  |  | Bisexual |  |  | Gay |  |  | Heterosexual |  |  | Lesbian |  |  |
|  |  | Other  |  |  | Information declined |  |  |
| **Ethnic Origin** |
|  |  | White Scottish |  |  | White English |  |  | White Welsh |  |  | White Irish |  |  |
|  |  | Bangladeshi |  |  | Indian |  |  | Pakistani |  |  | Chinese |  |  |
|  |  | African |  |  | Caribbean |  |  | Mixed |  |  | Information declined |
|  |  | Other White Background: |  |  | Other Asian Background: |  |  | Other Black Background: |  |  | Any Other Background: |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| **Religion** |
|  |  | Christian |  |  | Buddhist |  |  | Hindu |  |  | Sikh |  |  |
|  |  | Jewish |  |  | Muslim  |  |  | Agnostic |  |  | Atheist |  |  |
|  |  | Information declined |  | Other (please state) |  |  |
| **Marital Status** |
|  |  | Single |  |  | Married |  |  | Civil Partnership |  |  | Information declined |
|  |  | Other (please state) |  |  |
|  |
| **Gender** |
|  |  | Male |  |  | Female |  |  |
|  |
| **Age** |
|  |  | 16 - 24 |  |  | 25 - 44 |  |  | 45 - 64 |  |  | 65 and over |  |  |
|  |

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| **PART C** | ***DECLARATION OF CRIMINAL CONVICTIONS*** |
| **The post for which you have applied is defined as exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (exclusions and exceptions) (Scotland) Order 2013. You are therefore required to declare any convictions that have been imposed on you, whether or not they would, in terms of the Act, be classed as spent.** |
| Declaration of any convictions will not in itself disbar you from being considered for the post. Non-declaration of convictions, which subsequently become known to the college may lead to initiation of Procedures which could result in your dismissal from the service of Moray College UHI. |
|  |
|  | 1. | I declare that **I have** pending, current or spent convictions. |  |  | **If you have ticked****1 or 2 opposite then all details should be attached to your application in a sealed envelope.** |  |
|  |
|  | 2. | I declare that **I am currently or have been** under investigation in relation Relation to inappropriate conduct with Children and/or Vulnerable adults. |  |  |
|  |  |  |  |
|  | 3. | I have **nothing** to declare. |  |  |
|  |
|  | **Signature** | **Date** |  |

|  |  |
| --- | --- |
| **PART D** | ***EMPLOYMENT DETAILS*** |
| **Present or most recent employment** |
| Name and address of employer: |
| Position Held | Date of Commencement | Date Left | Reason for Leaving | Salary |
|  |  |  |  |  |
| Full description of duties, achievements and any notice required |
|  | ***(continue on a separate sheet if required)*** |  |
| **Previous Employment (in chronological order with most recent employment first)** |
| Dates | Name of employer, nature of business, job title, brief details of your responsibilities, achievements and remuneration. | Reason for Leaving |
| From | To |
|  |  |  |  |
|  |  | ***(continue on a separate sheet if required)*** |  |

|  |  |
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| **PART E** | ***EDUCATIONAL DETAILS*** |
| If the position you are applying for has a requirement for a qualification then you should ensure it is listed below. At the interview stage you will be required to present your original certificate. If you believe that you have an equivalent qualification then you should ensure you can evidence this or give as much detail as possible as to why it is an equivalent qualification. |
| **Secondary Education** |
| Dates | Certificate(s) Gained and Grades |
| From | To |
|  |  |  |
| **Further and Higher Education** |
| Name of Establishment*(full or part time and dates)* | Qualification(s) Gained*(grade, class or division)* | Courses Studied*(inc. any project dissertation or thesis work undertaken)* |
|  |  |  |
| **Membership of Professional or Technical Associations (showing membership awarded)** |
|  |
| **Relevant Training Courses** |
| Date Attended | Duration | Provider | Course Title and Details |
|  |  |  |  |
| **Current Studies** |
| Please detail any studies you are currently undertaking including expected completion date. |
|  |

|  |  |
| --- | --- |
| **PART F** | ***PERSONAL STATEMENT*** |
| **Relevant abilities, skills, knowledge and experience** |
|  |
| Do you have a Full Driving Licence |  |  | Yes |  |  |  | No |
|  |
| Please provide any other relevant information on how you meet the shortlisting criteria as set out in the Person Specification, drawing on all aspects of your education and experience. |
|  |
| ***(continue on a separate sheet if required)*** |

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| **PART G** | ***REFEREES*** |
| **Please give the names and addresses of 2 referees, one of whom should be your present or most recent employer (not more than 2 years ago). Personal referees should only be given if there is no previous employer or educational establishment to which references can be made. It is good practice to advise your referees that they could be contacted to help the recruitment process flow as smoothly as possible. References not returned within a reasonable time frame could have a detrimental effect on your ability to begin employment.** |
| Name |  | Name |  |
| Position |  | Position |  |
| Email |  | Email |  |
| How is this person known to you |  | How is this person known to you |  |
| Address |  | Address |  |
| Telephone |  | Telephone |  |
| **Referees will only be contacted once you have accepted any offer of employment.** |

|  |  |
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| **PART H** | ***DECLARATION*** |
| **I have not canvassed and will not canvass, either directly or indirectly, in connection with the above appointment and I am aware that canvassing will lead to a disqualification.** |
|  |
|  |  | I **am not related** to an employee or a member of the Board of Management of Moray College |  |
|  |
|  |
|  |  | I **am related** to an employee or a member of the Board of Management of Moray College |  |
|  |
|  |  | Name of individual concerned |  |  |
|  |
|  |  | Nature of relationship |  |  |
|  |
| **I certify that, to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice. I give explicit consent that the information provided by me on this form may be processed in accordance with UHI Moray’s registration under the Data Protection Act and authorise the disclosure of personal data where references are taken up.** |
|  |
|  | **Signature** | **Date** |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Number of continuation sheets attached *(if any)* |  |  |
| Declarations from Part C attached *(if relevant)* |  |  | Yes |  |  | Not applicable |
|  |
| **When completed, please return this form to: mc.jobline.moray@uhi.ac.uk****Board of Management of Moray College is a Registered Scottish Charity, No. SC021205** |