

## APPLICATION FORM

Post Title:  Post Reference:  Closing Date:
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<b>Office Use Only</b>	Applicant Number: _____
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Please remember, if you are completing these forms electronically, you may extend the length of boxes, but we would ask that you do not alter the width. If you attach any additional pages, ensure that you clearly mark them with the post reference number, but not your name. You should also indicate which section they refer to, e.g. “3. SUPPORTING INFORMATION”.

Please note that CVs will not be accepted as part of the process.

### 1. QUALIFICATIONS AND TRAINING

Please indicate details of any qualifications, training courses undertaken, and membership of any professional bodies you consider relevant to this post. Original documents will have to be produced prior to commencement in post.

SECONDARY EDUCATION						
SUBJECT/MODULE TITLE	INDICATE GRADE e.g. ABC, 123, etc.				SCOTVEC MODULE (please tick)	DATE OBTAINED (mm/yy)
	A Level	Higher	Standard Grade or GCSE	Other (please state)		

FURTHER OR HIGHER EDUCATION		
COURSE TITLE AND SUBJECTS STUDIED	CLASS OF PASS	DATE OBTAINED (mm/yy)

PROFESSIONAL QUALIFICATIONS AND MEMBERSHIPS		
INSTITUTION NAME	QUALIFICATION TITLE OR CLASS OF MEMBERSHIP	DATE OBTAINED (mm/yy)

OTHER TRAINING RELEVANT TO THE POST		
NAME OF TRAINING PROVIDER	COURSE DETAILS/LEARNING OUTCOME	DATE OBTAINED (mm/yy)

Do you have a current UK driving licence?	Full <input type="checkbox"/>	Automatic <input type="checkbox"/>	Provisional <input type="checkbox"/>
Do you have regular access to a private vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## 2. EMPLOYMENT HISTORY

Please provide details of your employment history, starting with your current or most recent post. You have the option of supplying your entire history, but covering the last ten years will suffice. Please include any unpaid or voluntary work and periods of unemployment, e.g. full time education or other circumstances. For posts held within the last three years, please confirm final salary/wage, benefits and any other relevant details.

CURRENT/MOST RECENT EMPLOYER		
NAME AND ADDRESS OF EMPLOYER	DATE OF COMMENCEMENT (dd/mm/yy)	NOTICE PERIOD OR LEAVING DATE/REASON
POSITION HELD:	SALARY:	

DUTIES AND RESPONSIBILITIES:

PREVIOUS EMPLOYER(S)			
DATES (mm/yy – mm/yy)	NAME AND ADDRESS OF EMPLOYER	POSITION HELD, SUMMARY OF DUTIES AND RESPONSIBILITIES	REASON FOR LEAVING

**You have the option to provide your full history, but supplying the last ten years will suffice.**

### 3. SUPPORTING INFORMATION

Please complete this section referring to the job summary and person specification, providing examples, or information to support your application.

**If a CV is attached it will be removed prior to any assessment of your suitability being made, so please ensure that you provide comprehensive information.**

Please provide details of your skills and experience relevant to the vacancy; providing examples relating to specific areas of the job summary. This can include voluntary work, unpaid work, community activities, leisure pursuits or through personal experiences.

Why are you interested in this particular role and working for SEPA?