**Employment Application Form**

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| --- | --- |
| **Position Applied For:** |  |
| **Location:** |  |
| **Date of Application:**  |  |

**Please submit your application to:**

WorkWithUs@scottishsalmon.com

Or

Isabelle Davies

The Scottish Salmon Company

8 Melville Crescent

Edinburgh

EH3 7JA

Scotland

[ ] Please tick this box if you also wish to submit a CV along with your application.

**A Personal Information**

|  |  |
| --- | --- |
| **Title:** | [ ]  Mr [ ]  Mrs [ ]  Ms [ ]  Miss [ ]  Other (Please Specify):  |
| **Surname:** |  |
| **Forename(s):** |  |
| **Age Category:** | [ ]  16 – 18 [ ]  19 – 21 [ ]  22 and over |
| **Address:****Postcode:** |  |
|  |  |
| **Home Telephone No:** |  | **Mobile Telephone No:** |  |
| **Email Address:** |  |
| **Do you have the right to work in the UK?***If yes, please specify how (i.e. British Citizen):* | [ ]  Yes [ ]  No | **Do you hold a valid full driving licence?** *If yes, please detail any endorsements:* | [ ]  Yes [ ]  No |

**B Employment History**

Please provide details of all jobs held over the last five years, starting with your current or most recent employer.

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| --- | --- | --- |
| **Employer** | **Dates** | **Job Title****&****Main Duties** |
| **From** | **To** |
|  |  |  |  |
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If you have any further employment history, please use the extra boxes at the back of this application form.

**C Education and Qualifications**

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| --- | --- | --- |
| **Secondary Education***(Name of School/College)*  | **Dates** | **Examinations Passed****&****Grades Achieved** |
| **From** | **To** |
|  |  |  |  |
| **Higher or Further Education***(Name of College/Institute)* | **Dates** | **Modules****&****Grades Achieved** |
| **From** | **To** |
|  |  |  |  |
|  |  |  |  |
| **Relevant Professional/Training Qualifications***Please name in full any institute or professional body of which you are a member and include attainment level.* |
|  |

**D Key Skills**

Please detail any relevant key skills that you have acquired, detailing why you may be the best person for the job.

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**E General Information**

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| **Do you have any criminal convictions?***If yes, please state for what (declaration subject to the Rehabilitation of Offenders Act 1974):* | [ ]  Yes [ ]  No |
| **Are there any reasonable adjustments we should make in the event of an invite to interview?***If yes, please state:* | [ ]  Yes [ ]  No |
| **What is your current notice period?***If none, please input N/A* |  |
| **Where did you hear about this position?** |  |

**F References**

Please give the names of two people who can provide references, one of whom should preferably be your present/most recent employer.

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| --- | --- | --- |
|  | **Referee 1** | **Referee 2** |
| **Full Name:** |  |  |
| **Address:****Postcode:** |  |  |
| **Telephone Number** |  |  |
| **Email** |  |  |
| **Job Title** |  |  |
| **Relationship** |  |  |
| **Company Name** |  |  |

[ ]  I give my permission to take up references prior to an offer of employment being made

[ ]  I do not give my permission to take up references prior to an offer of employment being made

Please note no approach will be made to your present employer without consent.

**G Data Protection Statement**

The information that you have provided to us on this form and any which we have obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor and adhere to our recruitment and equal opportunities procedures.

If you start employment with us, the information will be used in the administration of your employment and we may also use the information if there is any complaint or legal challenge relevant to this recruitment process.

We may check the information provided with third parties or with other information held by us. We may also use or pass information to certain third parties to prevent or detect a crime, to protect public funds or in other ways permitted by law.

By signing this application form we will assume that you agree to the processing of sensitive personal data (as described above) in accordance with our registration with the Data Protection Commissioner.

**H Declaration**

I declare that the information I have given in this Employment Application Form is accurate and true. I understand that providing misleading or false information may disqualify me from appointment, OR if appointed, may result in disciplinary action being taken against me, up to and including dismissal.

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| --- | --- | --- | --- |
| **Print Name:** |  | **Signature:** |  |
| **Date:** |  |

**I Employment History Continued…**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Dates** | **Job Title****&****Main Duties** |
| **From** | **To** |
|  |  |  |  |
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