



The Educational
Institute of Scotland

JOB APPLICATION FORM

Post Applied For:

Closing Date:

It is important that you read the guidance notes before completing this application form. Please use continuation sheets on Page 7 & 8 if required.

Section 1 Personal Details

Last Name:

First Name:

Address:

Postcode:

Telephone No:

Mobile No:

Email Address:

Statement to be signed by the Applicant:

I hereby certify that:

- All the information given by me on this form is correct to the best of my knowledge
- All questions relating to me have been accurately and fully answered
- I possess all the qualifications which I claim to hold

Signed:

Date:

The information you supply on this form will be treated in confidence and in accordance with the requirements of the Data Protection Act 1998.

Section 2 Education & Training

Qualifications obtained from Schools, Colleges and Universities.

College or University	Course	Qualifications & grades obtained
School	Subjects	Qualifications & grades obtained

Please give details of any training & development courses or non-qualification courses which support your application. Include any on the job training as well.

Title of Training or Course	Brief Details

Section 3 Employment

Please provide your full employment history starting with your most recent post and working backwards.

Present Employment

Name of Employer:

Address:

Postcode:

Position Held:

Summary of Duties:

Period of Notice:

Last Day of Service
(if no longer employed):

Reason for Leaving:

Previous Employment

Name of Employer:

Address:

Postcode:

Position Held:

Summary of Duties:

Reason for Leaving:

Section 3 Employment/cont...

Name of Employer:

Address:

Postcode:

Position Held:

Summary of Duties:

Reason for Leaving:

Name of Employer:

Address:

Postcode:

Position Held:

Summary of Duties:

Reason for Leaving:

Name of Employer:

Address:

Postcode:

Position Held:

Summary of Duties:

Section 4 Personal Statement

Please outline below your skills and attributes, previous experience and any major achievements you have had in your career to date which could assist you in undertaking the duties of the post.

[Empty box for writing the personal statement]

Guidance Notes

Interview and Appointment

It is envisaged that interviews for this post will be held in the week beginning 15th March 2010.

Applicants attending for interview will be advised of the procedures to be followed.

A conditional letter of offer will be sent to the successful candidate advising the following requirements

- completion of a Pre-employment Health questionnaire and attendance for medical examination by the Institute's medical advisors, GP Plus
- provision of two referees, both of whom should be able to comment in relation to current or recent employment
- production of any work permit or visa
- completion of a Basic Criminal Disclosure application form

Appointment to the post will not be confirmed to the preferred candidate until the procedures outlined above have been completed to the satisfaction of the Institute. Where there is a delay in receiving the Criminal Disclosure then the post will be offered subject to this being satisfactory.

All unsuccessful candidates will be informed by letter.

Return of Applications

The closing time for the receipt of applications is 2.00 pm on Friday 5th March 2010. Completed applications should be returned to:

The General Secretary
The Educational Institute of Scotland
46 Moray Place
Edinburgh EH3 6BH

All applications will receive a reply.

Applications which are not in the hands of the General Secretary by the closing time will not be considered.

Applicants with a Disability

Please let us know if you require any reasonable adjustments, due to disability, to enable you to attend an interview or which you wish to be taken into account when considering your application. If you would like to discuss your disability requirement further please contact Gill Cartwright at the address above or by telephone on 0131 225 6244.

Please Note

Applications will be considered on the basis of information provided on the issued form and the continuation sheets provided. Additional material (eg CVs) will be disregarded. Applications should be completed in black type or black ink. If you are returning this form by email, you will be asked to sign your application at interview.

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