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| **JOB APPLICATION FORM** |
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| **Post Applied For:** | **Administrative Assistant Organisation (Grade B)**  | **Closing Date:** | 25/6/2019 (12.00pm) |

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

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| **Section 1 Personal Details** |

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| **Last Name:** |  | **First Name:** |  |

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| --- | --- |
| **Address:** |  |
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|  |  |
| **Postcode:** |  |  |  |

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| **Telephone No:** |  | **Mobile No**: |
| **Email Address:** |  |

Statements 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**

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| --- | --- | --- | --- |
| Signed: |  | Date: |  |

**• \*Please indicate if there is any other information which the Institute might reasonably regard as relevant in order to assess your suitability for appointment to this role, for example have you been or are you currently subject to proceedings by a professional regulatory body?**

|  |  |
| --- | --- |
| **YES** |  |
| **NO** |  |

 **\*If yes please provide details**

The information you supply on this form will be treated in confidence and in accordance with the requirements of the General Data Protection Regulation 2018.

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| **Section 2 Education & Training** |

Qualifications obtained from Schools, Colleges and Universities.

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| --- | --- | --- | --- |
| **College or University** | **Year**  | **Course** | **Qualifications & grades obtained** |
|  |  |  |  |
| **School** | **Year**  | **Subjects** | **Qualifications & grades obtained** |
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Please give details of any training & development courses or non-qualification courses which support your application. Also include any on the job training.

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| **Title of Training or Course** | **Brief Details** |
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**Please advise where you learned about this vacancy eg. EIS website, recruitment website or word of mouth.**

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| **Section 3 Employment History** |

Please provide your full employment history starting with your most recent post and working backwards including start and end dates.

Present Employment

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| **Name of Employer:** |  |
| **Address:** |  |
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|  |  |
| **Postcode:** |  |  |  |
| **Position Held:** |  | **Current Salary:** |  |
| **Date of Commencing Work** |  |

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| **Summary of Duties:** |  |  |  |
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For your current post please provide the following information

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| **Period of Notice:** |  | **Last Day of Service**(if no longer employed)**:** |  |
| **Reason for Leaving:** |  |

**Section 2 Employment History (continued)**

***Previous Employment***

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |  |  |
| **Position Held:** |  |
| **From / To** | **From** | **To** |
| **Summary of Duties:** |  |
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| --- | --- |
| **Reason for Leaving:** |  |

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |  |  |
| **Position Held:** |  |
|  | **From** | **To** |
| **Summary of Duties:** |  |
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| **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.

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**Guidance Notes**

**Interview and Appointment**

Applicants who are short-listed will be informed of the date and time of interview and 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

* + 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 (if applicable)
	+ 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.

**Return of Applications**

The closing time for the receipt of applications is 12pm on 25th June 2019. Completed applications should be returned by email to lbutchart@eis.org.uk or by mail to:

 Lisa Butchart

 The Educational Institute of Scotland

 46 Moray Place

 Edinburgh EH3 6BH

Applications which are not received 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 Lisa Butchart 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.

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| **Continuation Sheet (use if necessary)**  |

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| **Continuation Sheet (use if necessary)**  |

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