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| New EIS logo colour-2 copy |  |
| **JOB APPLICATION FORM** |
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| **Post Applied For:** | **Administration Assistant (Educ&Equal) Grade C** | **Closing Date:** | Monday 6th August 2018 (12.00pm) |

It is important that you read the further particulars before completing this application form. Please use continuation sheets 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:** |  |
|  |  |
|  |  |
| **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**

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| Signed: |  | Date: |  |

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

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| **Section 2 Education & Training** |

Qualifications obtained from Schools, Colleges and Universities.

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

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| **Title of Training or Course** | **Brief Details** |
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| **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:** |  |  |  |

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| --- | --- | --- | --- |
| **Summary of Duties:** |  |  |  |
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| --- | --- | --- | --- |
| **Period of Notice:** |  | **Last Day of Service**(if no longer employed)**:** |  |
| **Reason for Leaving:** |  | Current salary £ |

*Previous Employment*

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |  |  |
| **Position Held:** |  |
| **Summary of Duties:** |  |
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| --- | --- |
| **Reason for Leaving:** |  |
| **Section 3 Employment/cont…** |

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

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

|  |  |
| --- | --- |
| **Name of Employer:** |  |
| **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  |  |  |
| **Position Held:** |  |
| **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

* + completion of a Pre-employment Health questionnaire and attendance for medical examination by the Institute’s medical advisors
	+ 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.

**Return of Applications**

The closing time for the receipt of applications is 12 noon on 6th August 2018. Completed applications should be sent by email to lbutchart@eis.org.uk or by mail 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 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. If you are returning this form by email, you will be asked to sign your application at interview.

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

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| **Continuation Sheet**  |

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