employment application

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| * **Position** | | | | |  | | | | | | | | | | | | | | | | | |
| Application for post as | | | | | Visitor Services Officer | | | | | | | | | | | | | | | | | |
| Location | | Hampden Park, Glasgow | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | |
| * **Personal details** | | | | |  | | | | | | | | | | | | | | | | | |
| Surname | | |  | | | | | | | | | | | Initials | | |  | | | | | |
| Address | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | Postcode | |  | | | | |
| Telephone (H) | | | |  | | | | | (M) |  | | | | | | | | |
| Email |  | | | | | | | | | | | | | | | | | |  | | | |
| Do you have a current driving licence? | | | | | | |  | | | | | | | | | | | | | Yes | | No |
|  | | | | | | |  | | | | | | | | | | | | | | | |
| * **Education** | | | | | | |  | | | | | | | | | | | | | | | |
| Please give details of the educational establishments attended | | | | | | | | | | | | | | |  | | | | | | | |
| **School/College/University** | | | | | | | | | | | | **Date of entry** | | | | | | **Date of leaving** | | | | |
|  | | | | | | | | | | | |  | | | | | |  | | | | |
| * **Qualifications** | | | | | | |  | | | | | | | | | | | | | | | |
| **Type** | | | | | | **Subject** | | | | | | | **Grade or result expected** | | | | | | | | **Date** | |
|  | | | | | |  | | | | | | |  | | | | | | | |  | |
| * **Professional qualifications** (*complete if appropriate*) | | | | | | | | | | |  | | | | | | | | | | | |
| **Degree/Diploma/Certificate** | | | | | | | | **Institution** | | | | | | | | | | | | | **Date** | |
|  | | | | | | | |  | | | | | | | | | | | | |  | |

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| * **Present post** | | | | | | | | |
| If unemployed at present give details of last employer and reason for leaving | | | | | | | | |
| **Dates** | **Employers name and address** | | | **Job title** | | **Salary/wage** | | **Notice required** |
|  |  | | |  | |  | |  |
| * **Summary of duties** | | | | | | | | |
|  | | | | | | | | |
| * **Employment History** | | | | | | | | |
| **Job title/grade** | | **Employer** | **Duties/responsibilities** | | **Dates (from/to)** | | **Reason for leaving** | |
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| * **Employment history** CONTINUED | | | | |
| **Job title/grade** | **Employer** | **Duties/responsibilities** | **Dates (from/to)** | **Reason for leaving** |
|  |  |  |  |  |
| * **Statement in support of application** | | | | |
| Please provide information which is relevant to your application for this post (eg. Training, personal qualities, achievements at work). | | | | |
| *Continue on a separate sheet if necessary* | | | | |

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| * **Criminal convictions** | | | |
| Have you ever been convicted of any criminal offence? | Yes | No | |
| Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer ‘NO’ to this question even if you have in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order, 2003 from the protection of the Act. It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give. If yes, details may be required from you in strict confidence. Please note, any offer of employment may be conditional upon you agreeing to apply to Disclosure Scotland for a disclosure certificate. | | | |
| * **Work Permit** | | | |
| Do you require a work permit? | Yes | | No |
| If yes, do you have a valid work permit? | Yes | | No |

* **Disability**

If you have a disability, please describe any adjustments we may need to make to assist you at interview (e.g.: parking space, ground floor venue, induction loop/radio aid/speech-to-text reporter/BSL interpreter/other):

If you have a disability, please describe any adjustments which you may require in order to be able to carry out an intrinsic function of the role for which you are applying (e.g.: specific IT/Telephony-related equipment). If you have any queries regarding the intrinsic functions of the role for which you are applying, please contact **hr@scottishfa.co.uk**

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| * **Referees** |
| **Please provide employment and/or academic references details covering the last 2 full years. Where there has been a gap in your employment, please give dates and a personal reference.** |
| *Please tick the box if you do not want us to contact your referees prior to interview*.   |  |  |  |  | | --- | --- | --- | --- | | Dates | | Reference type  (Employment or Personal) | Received from (please give name, designation and email address) | | From | To | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

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| * **Data protection** | | | |
| The Scottish FA shall process your personal data, including any special category personal data and criminal records data, relating to you in accordance with their obligations under the Data Protection Act 2018 and the terms of the Recruitment Privacy Notice, a copy of which is available to download through the online job advertisement webpage.  Where your application to work with the Scottish FA is successful, the Scottish FA shall provide you with a copy of their Staff Fair Processing Notice which sets out details of how the Scottish FA shall use your personal data to manage and administer your employment with them. | | | |
| * **Declaration** | | | |
| I declare that to the best of my knowledge the information on this form is true and accurate. I accept that false information or omission may lead to dismissal without notice and that canvassing of employees of the Scottish FA, directly or indirectly in connection with this post will disqualify me. | | | |
| Print Name |  | Date |  |
| Please indicate the website where you saw the advertisement for this post?  ASVA job listings  Scottish FA Website  SportScotland  Other (please state) | | | |
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*Scottish FA is an equal opportunities employer. We welcome applications from suitably qualified persons regardless of age, gender, gender reassignment, sexual orientation, religion or belief, marital or civil partnership status, race, colour, ethnic or national origin, pregnancy, maternity or disability. Thank you for showing your interest in employment with the Scottish FA and completing the application form.*