#### **Start Up Stirling Application Form**

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| Post Applied for: | | | | |
| Please complete all section of this form in Black Ink or Type | | | | |
| **PERSONAL DETAILS** | | | | |
| Surname: | | First Name: | | |
| Other names known by: | | | | |
| Address & Post Code | | | | National Insurance Number: |
| Do you have a clean Driving Licence? |
| How many points on licence? |
| Do you have access to a vehicle? |
| Home Phone: | Mobile Phone: | | | |
| Email: |  | | | |
| **PRESENT OR MOST RECENT EMPLOYER** | | | | |
| Name and Address of Employer | | | Date Commenced Employment: | |
| Present Salary: | |
| Position Held: | | | Notice Required: | |
| Earliest Possible Start Date: | |
| Current Duties: | | | | |

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| PREVIOUS WORK EXPERIENCE  Please summarise your past employment, beginning with the most recent.  Please continue on a separate page if necessary. | | | | |
| Dates | | Name and Address of Employer | Job title and summary of main duties. | Reason for leaving |
| From | To |
|  |  |  |  |  |

|  |  |  |  |  |
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| QUALIFICATIONS AND TRAINING  Please give details of your education, qualifications and training | | | | |
| Dates | | Name of school/college/university/ place of training. | Qualification / Course completed | Grade / Result |
| From | To |
|  |  |  |  |  |
| PERSONAL QUALITIES AND SKILLS  Please use this section to indicate how you meet each of the requirements of the job description, required skills and key competencies. Please list experience, achievements, knowledge, personal qualities and skills that you feel are relevant. You may include paid work, work within the home and voluntary activities. Please continue on a separate sheet / expand this section if necessary. | | | | |
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| GENERAL INFORMATION | |
| Do you have the right to work in the UK? Yes  No  If you are invited to interview and you need any reasonable adjustments, please contact us beforehand to discuss.  Please give details of any unspent convictions in accordance with the 1974 Rehabilitation of Offenders’ Act. A conviction will not necessarily exclude you from employment with Start Up Stirling, but will be taken into consideration when assessing your suitability for this particular position. | |
| REFEREES  Please give details of two people who have knowledge of you in a working environment, paid or unpaid. One referee must be your current/most recent employer. | |
| Name and address of Referee | Name and address of Referee |
| Telephone: (work)  Telephone: (Home)  Email: | Telephone: (work)  Telephone: (Home)  Email: |
| Relationship to you: | Relationship to you: |
| How long they have known you: | How long they have known you: |

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| Declaration |
| I acknowledge that any offer of employment is subject to satisfactory references.  By signing this application, I confirm that all information on this form and any attachments are correct and complete. I understand that providing false information or omitting to give relevant information will result in my application being rejected and, if appointed, may lead to dismissal.  Forms returned electronically must be signed by the candidate before taking up a post.  By submission of this form I confirm my consent for Start Up Stirling to use the information contained in this application, and any associated documents, for the purposes of data processing for the recruitment of this role.  If unsuccessful, I provide my consent that my data will be held for 6 months securely and then destroyed.  If successful, and employed by Start Up Stirling, my recruitment data will be held for the duration of my employment and for a further 6 months.  Signature: ……………………….……………………….……………………….……………………….  Date: ………………….……………………….……………………….……………………….………....  Return to:  Linda Sterry, Project Co-ordinator  Start Up Stirling, 16B Whitehouse Road, Stirling, FK7 7SP.  W. www.startupstirling.org.uk E: linda@startupstirling.org.uk  http://www.facebook.com/startup.stirling  https://twitter.com/stirlingstartup  Helping local people in hardship.  Registered Charity No. SC035477 |

**Equal Opportunities Monitoring Form**

Start Up Stirling is working towards equality of opportunity in all aspects of its work. In employment, our policy is to provide employment regardless of race, colour, ethnic origin, disability, marital status or sexuality.

To ensure our policy is carried out, we monitor those who apply to us for jobs so that no group of applicants is considered less favourably than others. To help us do this, we ask that you complete this form and return it with your application. The information is held separately and will not affect your application in any way.

PLEASE TICK BOX

Male

Female

ETHNIC ORIGIN

Asian

Black African

Black British

Caribbean

European

Far Eastern

White British

White Other

Other (Please specify) ............................................................

Do you have a disability? Yes  No

If yes, please specify ............................................................

Thank you for your assistance.