

Please complete **ALL** sections of this form. A CV is not necessary with this application and cannot be submitted in place of the application form.

Vacancy ref code:	Job Applied for:	Department:	Location:

How did you first find out about the vacancy?

Personal Information

Surname:	Address: Post Code:
Initials:	
Do you have a driving licence? select...	
Home Telephone No:	
Other contact No:	

Education

Provide details of all qualifications obtained with dates and level of pass (as appropriate). Please also include details of current study

Training

Provide details relevant training undertaken

Aberdeen

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Dundee

T: 01382 200055 / 201234

Edinburgh

T: 0131 226 0200

Glasgow

T: 0141 221 6807

Membership of professional bodies / institutes

State grade of membership, date of admission and membership number

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Current or most recent employer

Job Title:	Salary:	
Employer:		
Start Date: (DD/MM/YYYY)	Notice period: (if relevant)	End Date: (DD/MM/YYYY) (if relevant)
Provide a brief description of your duties and responsibilities. Please include reasons for leaving if no longer in this employment.		

Previous employment

Most recent first

From:	To:	Job Title:	Employer: (and address)	Reason for Leaving:

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Knowledge, skills and experience

Describe the knowledge, skills and experience you have gained whether this is from paid employment, voluntary work or through other sources e.g. work experience

References

Provide details of two referees, one of whom must be your current or most recent employer.

You are advised that references shall always be obtained.

If you **do not** wish a referee to be contacted without your consent, please X the appropriate box.

Name:	Name:
Address:	Address:
<input type="checkbox"/> - do not contact without consent	<input type="checkbox"/> - do not contact without consent
Occupation:	Occupation:
Contact Te No:	Contact Te No:
Relationship:	Relationship:

Now please complete the Equal Opportunities and Diversity in Employment Form below.

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Equal opportunities and diversity in employment

Please complete the following details, to allow us to monitor equality of opportunity in employment. The information will be held on within the HR department and will be used for statistical purposes only.

Name

National Insurance Number

Post Department/Location

1. Where did you see this job advertised?

2. Are you applying on a job sharing basis? Yes No

3. Are you an existing employee of Henderson Loggie? Yes No

If you answered yes, are you: Permanent Temporary

If you answered yes, are you Full Time Part Time Job Sharing Other
(Please Specify)

What is your ethnic group? Please pick ONE section from 4 to 8 then tick the appropriate box:

4. WHITE

British Scottish English Welsh Irish Other (Please specify)

Any other White background (please specify)

5. MIXED: Any mixed background
(Please specify)

6. ASIAN, ASIAN SCOTTISH, ASIAN ENGLISH, ASIAN WELSH, OR OTHER ASIAN BRITISH

Indian Pakistani Bangladeshi Chinese

Any other Asian Background
(Please specify)

7. BLACK, BLACK SCOTTISH, BLACK ENGLISH, BLACK WELSH OR OTHER BLACK BRITISH

Caribbean African Any other background

8. OTHER ETHNIC BACKGROUND: Any other background (Please specify)

9. What religion, religious denomination or body do you belong to?

None Church of Scotland Roman Catholic Other Christian (please specify)

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Buddhist Hindu Jewish Muslim Sikh Other Religion (please specify)

10. I am:- Male Female

11. I am:- Married Civil Partnership Other

12. Do you consider yourself to have a disability Yes No (If you answered yes please specify)

Physical or Motor Impairment Mental Health Issue Learning Disability

Hearing Impairment - partial Hearing Impairment - Total Communication Difficulties

Visual Impairment - partial Visual Impairment - total Multiple Disabilities

Other Chronic condition or disability

13. My age band is: 16-25 26-35 36-45 46-55 56-65 66-75 76 and over

Thank you for your co-operation.

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