

Job Title

Department

Available to take up employment (date)

PERSONAL DETAILS

Surname Initial(s)

Address
 Post Code

Telephone number (Home) (Work)

Fax e-mail

EDUCATION

Further Education/Training

University or College Name	From	To	Type of course	Subjects	Qualification or class of degree

Education

School Name	From	To	Examinations (subject / results)

Training/Development
Please detail apprenticeships, job related courses etc.

Date

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WORK RELATED QUALIFICATION/MEMBERSHIPS

Organisation

Grade of membership

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PRESENT OR MOST RECENT EMPLOYMENT

Job Title Salary/Wage

Employer's name and address

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Date of start Date of finish (if applicable) Period of notice

Reason for leaving

Job Purpose

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Name and designation of line manager

PREVIOUS EMPLOYMENT

(Please start with most recent first and include any temporary, unpaid and voluntary work experience)

From Month/Year	To Month/Year	Name & address of employer	Position held	Reason for leaving

(Please note that the Company may contact any of your previous employers regarding your application)

Do you need a work permit to work in the UK? Yes No

KNOWLEDGE, SKILLS AND EXPERIENCE

Please explain how you meet the job requirements. It is recommended that you use the headings from the person specification to help you focus on the knowledge, skills and experience relevant to the job. You may draw on experience gained from employment, voluntary work or any outside interests.

DRIVING LICENCE

1. Do you have a full current valid driving licence? Yes No

2. Do you have any penalty points? Yes No

If yes to 2, please give details

REFEREES

Please provide us with the names of two people we can contact in respect of your application. If you have worked, one must be your present or most recent employer.

1) Name

2) Name

Address

Address

Telephone

Telephone

Occupation

Occupation

Relationship to Applicant

Relationship to Applicant

Please click the relevant box(es) below if you do not wish your referees to be contacted without your consent. It is our normal practice to request references prior to interview.

Referee 1

Referee 2

DECLARATION

I declare that the information given on this application is true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal. If you are invited for interview and you have e-mailed your application form you will be asked to sign the form at this time.

Signed

Date

Please return your completed application form to: Val King, Administration, Dundee Industrial Heritage Ltd., Discovery Point, Discovery Quay, Dundee. DD1 4XA
or e-mail to admin@dundeheritage.co.uk

CONTINUATION SHEET

If you require additional space to complete any aspect of your application please do so here indicating the relevant headings.

A large, empty rectangular box with a thin black border, occupying most of the page below the text. It is intended for the applicant to provide additional details or answers to questions from the application form.

EQUAL OPPORTUNITIES IN EMPLOYMENT

Please complete the following details, to allow us to monitor equality of opportunity in employment. The information is used for no other purpose and will be treated as confidential.

Post

1. Where did you see this job advertised?

2. Are you an existing employee of Dundee Industrial Heritage Ltd.? Yes No

If you answered yes, are you Permanent Temporary

If you answered yes, are you Full Time Part Time Other

(Please Specify)

3. I would consider myself to be :-

Black White Asian Other

(Please specify)

4. I would describe my ethnic origin as :-

Asian South East Asian Irish African Caribbean

African British Other European Other

(Please specify)

5. I am:- Male Female

6. I am:- Married Other

7. I would describe myself as:- Disabled Not Disabled

8. My age band is:- 16-25 26-35 36-45 46-55 56 and over

THANK YOU FOR YOUR CO-OPERATION