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|  | **APPLICATION FORM** |

**We strongly advise you to read our “Guidance for Applicants” *before* completing this form.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title of post applied for: |  | | In which property or department? |  |
| How did you first hear about/find this vacancy? E.g. NTS Website, Indeed, LinkedIn, ASVA etc | |  | | |

# PERSONAL DETAILS

|  |  |
| --- | --- |
| Full Name: |  |
| Telephone: |  |
| Email: |  |

# ELIGIBILITY TO WORK and PROOF OF QUALIFICATIONS/MEMBERSHIPS

If you are invited to interview you will be asked to bring certain proof with you. Please tick (🗹 (double click box) to confirm that you can provide:

# photographic proof of your identity proof of your eligibility to work in the UK

# proof of qualifications

CRIMINAL RECORDS (DISCLOSURE SCOTLAND) CHECK

The job description will state whether the duties of this post mean that a criminal records check will be necessary.

|  |  |  |
| --- | --- | --- |
| Do you consent to the National Trust for Scotland pursuing a criminal records (Disclosure Scotland) check where this is appropriate to the post? (Please tick 🗹) | Yes | No |
| If the post for which you are applying requires a criminal records (Disclosure Scotland) check, you have the opportunity to “self-disclose” to the Trust any criminal matter that may appear on your record that is relevant to this post. Have you enclosed (in a separate, sealed envelope) such a “self-disclosure”? | Yes | No |

**STATUS** (please tick 🗹 only one of these statements):

I am currently employed by or volunteering for the National Trust for Scotland (or have done so in the last 6 months) and therefore recognise that I am an “internal” applicant

I am not currently employed by or volunteering for the National Trust for Scotland (nor have done so in the last 6 months) and therefore recognise that I am an “external” applicant

# REFERENCES

Should you be successful in your application, you will be expected to provide the name and contact details of two referees - one of these must be your current (or most recent) employer.

WHERE YOU WORK NOW (OR MOST RECENTLY)

Tell us about the job you are in currently – your job title, who you work for, and what you do. If you aren’t currently working please tell us about your most recent job. (250 words maximum).

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|  |

YOUR REASONS FOR APPLYING

(100 words maximum):

|  |
| --- |
|  |

YOUR QUALIFICATIONS

what qualifications do you have that are relevant to the role?

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|  |

YOUR SKILLS and EXPERIENCE

What skills and experience do you feel make you suitable for this role? (500 words maximum)

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| --- |
|  |

YOUR EMPLOYMENT HISTORY

Please list, with the most recent first, your previous work history (Please also include periods where you have not been employed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date from | **Date to** | **Job Title** or education | **Employer Name & Address** or educational establishment | **Reason for Leaving** |
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**DRIVING LICENSE**

The Job Description will state whether being able to drive is a requirement for this post.

|  |  |  |
| --- | --- | --- |
| Do you hold a valid driving license for driving within the UK? | Yes | No |

**IT SKILLS**

Please tick all applicable boxes:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Email/Outlook | 🞏 |  | MS Word | 🞏 |  | EPOS tills | 🞏 |
| Internet | 🞏 |  | Spreadsheets | 🞏 |  | MS Powerpoint | 🞏 |

Other (Please List):

# APPLICANT DECLARATION

|  |
| --- |
| The National Trust for Scotland respects your privacy and will not disclose your personal data to any third party without your consent unless legally required.  The National Trust for Scotland will process any personal data that may be collected from you for the purpose of processing your application and maintaining records. For further information, our full Privacy Policy can be found on our website [www.nts.org.uk](http://www.nts.org.uk/Site/Terms-and-conditions/Privacyanddataprotection/). Our legal grounds for processing your personal information are our legitimate interests and we will retain data regarding your application for; unsuccessful candidate documents, 6 months from the end of the interview process; Successful candidate documents, will be retained in the personnel file.  By signing below:   1. I consent to the National Trust for Scotland processing any personal data (including sensitive personal data) that may be collected from me for the purpose of my recruitment. 2. I consent to the National Trust for Scotland: pursuing references at the agreed timing, medical report, criminal records check (where this is relevant to the post(s) applied for), seeking proof of my eligibility to work within the UK, seeking proof of the educational/training qualifications, seeking proof of membership of professional bodies/societies/organisations that I cite in this application before confirming any offer of employment, and that any offer of employment may be withdrawn if these are not found to be satisfactory to the Trust. 3. I declare that the information on all parts of this Application Form is correct to the best of my knowledge, and understand that the National Trust for Scotland may withdraw any offer of employment, or any subsequent employment if this information is found to be incorrect or deliberately misleading in any way.  Signed:­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name:­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |