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|  | **APPLICATION FORM** |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title of role applied for: |  | | In which property or department? |  |
| What website or job board did you use to apply for this role? e.g.: Indeed, LinkedIn, S1 Jobs, 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 the following documents. Please tick (þ (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 CHECK (DISCLOSURE SCOTLAND)

The job description will confirm if the duties of this role require a criminal records check:

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

**STATUS** (please tick þ 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

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 QUALIFICATIONS

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

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|  |

YOUR SKILLS and EXPERIENCE

What skills, experience, and qualifications do you feel make you suitable for this role (250 words maximum)?

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CURRENT OR MOST RECENT SALARY

What is your current or most recent salary? (Please include any allowances you may receive from your employer):

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| --- |
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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 role.

|  |  |  |
| --- | --- | --- |
| 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 | 🞏 |  | MS Excel (Spreadsheets) | 🞏 |  | MS PowerPoint | 🞏 |

Other (Please list):

|  |
| --- |
|  |

SUPPORTING STATEMENT

Please tell us why you applied for this role and what makes you the best person for it? (100 words maximum):

|  |
| --- |
|  |

# 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.

# APPLICANT DECLARATION

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| --- |
| 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 role(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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |