



employment application

■ Position

Application for post as _____

Location _____

■ Personal details

Surname _____ Initials _____

Address _____

Postcode _____

Telephone (H) _____ (W) _____

Email _____

Do you have a current driving licence? Yes No

■ Education

Please give details of the educational establishments attended

School/College/University	Date of entry	Date of leaving

■ Qualifications

Type	Subject	Grade or result expected	Date

■ **Professional qualifications** *(complete if appropriate)*

Degree/Diploma/Certificate	Institution	Date

■ **Present post**

If unemployed at present give details of last employer and reason for leaving

Dates	Employers name and address	Job title	Salary/wage	Notice required

■ **Summary of duties**

■ **Employment History**

Job title/grade	Employer	Duties/responsibilities	Dates (from/to)	Reason for leaving

■ **Employment history** CONTINUED

Job title/grade	Employer	Duties/responsibilities	Dates (from/to)	Reason for leaving

■ **Statement in support of application**

Please provide information which is relevant to your application for this post (eg. Training, personal qualities, achievements at work).

Continue on a separate sheet if necessary

■ **Criminal convictions**

Have you ever been convicted of any criminal offence? Yes No

Your attention is drawn to the fact that under the Rehabilitation of Offenders Act 1974 you may be entitled to answer 'NO' to this question even if you have in the past, been subjected to criminal proceedings resulting in conviction(s). However, certain types of employment are excluded, under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order, 2003 from the protection of the Act. It is therefore suggested that you take appropriate advice if you are in any doubt as to the correct answer to give. If yes, details may be required from you in strict confidence. Please note, any offer of employment may be conditional upon you agreeing to apply to Disclosure Scotland for a disclosure certificate.

■ **Work Permit**

Do you require a work permit? Yes No

If yes, do you have a valid work permit? Yes No

■ **Disability**

If you have a disability, please describe any adjustments we made need to make to assist you at interview (e.g.: parking space, ground floor venue, induction loop/radio aid/speech-to-text reporter/BSL interpreter/other):

If you have a disability, please describe any adjustments which you may require in order to be able to carry out an intrinsic function of the role for which you are applying (e.g.: specific IT/Telephony-related equipment). If you have any queries regarding the intrinsic functions of the role for which you are applying, please contact Alan Scott, Head of Physiotherapy on 0141 616 6161.

■ **Referees**

Please give names and addresses of two people whom we may apply for references (neither should be a relative). One referee should be your present or most recent line manager or supervisor. References will be taken up once short listing has taken place.

Please tick the box if you do not want us to contact your referees prior to interview.

Name _____ Name _____

Designation _____ Designation _____

Address _____ Address _____

Telephone _____ Telephone _____

Email _____ Email _____

■ **Data protection**

In the event that I am successful in my application, I hereby consent to Hampden Sports Clinic (HSC) using the information I have provided on this form for personnel record and payroll purposes. I acknowledge that HSC may share this information with other departments within the Scottish Football Association. I note that I have the right to ask for a copy of the information held by the HSC in their records. I also have the right to request that any inaccuracies in this information is corrected.

Signature _____ Date _____

■ **Declaration**

I declare that to the best of my knowledge the information on this form is true and accurate. I accept that false information or omission may lead to dismissal without notice and that canvassing of employees of the Hampden Sports Clinic, directly or indirectly in connection with this post will disqualify me.

Print Name _____ Date _____

Please indicate the website where you saw the advertisement for this post?

Quickmail Scottish FA Website **sportscotland** Institute of Sport Other (please state)

Hampden Sports Clinic is an equal opportunities employer. We welcome applications from suitably qualified persons regardless of age, gender, gender reassignment, sexual orientation, religion or belief, marital or civil partnership status, race, colour, ethnic or national origin, pregnancy, maternity or disability. Thank you for showing your interest in employment with the Hampden Sports Clinic and completing the application form.