



APPLICATION FOR EMPLOYMENT

VACANCY DETAILS – Job Applied for
Post Title Department / Location
Where did you see the vacancy advertised?

PERSONAL DETAILS – Please use capitals
Forename (s) Preferred Title (eg. Mr, Mrs, Miss, Ms, etc.)
Surname
Permanent Address
Post Code e-mail
Address for Correspondence (if different)
Telephone Number (s) Daytime Evening
Mobile
Nationality

WHEN COMPLETED, PLEASE RETURN THIS FORM TO

Aberdeen Harbour Board, 16 Regent Quay, Aberdeen AB11 5SS
Tel: (01224) 597000 Fax: (01224) 571507

EDUCATION AND TRAINING – Please start with Secondary Education				
School / College / University	Full or Part-time	From	To	Examinations Passed (with dates) Certificates, Diplomas, Degrees Gained
Membership of Technical or Professional Associations (showing Grade(s) and relevant dates)				

EMPLOYMENT HISTORY – if necessary continue on a separate sheet

PRESENT OR MOST RECENT EMPLOYMENT			
Employer's Name and Address	Date Started	Date Left (if relevant)	Present Salary
	Employer's Business		
Position Held	Reason for Leaving (if relevant)		Period of Notice Required
Full Description of Duties			

PREVIOUS EMPLOYMENT – if necessary, continue on a separate sheet			
Employer's Name and Address	Date Started	Date Left	Salary on Leaving
	Employer's Business		
Position Held	Reason for Leaving		
Brief Description of Duties			

PREVIOUS EMPLOYMENT – if necessary, continue on a separate sheet			
Employer's Name and Address	Date Started	Date Left	Salary on Leaving
	Employer's Business		
Position Held	Reason for Leaving		
Brief Description of Duties			

RIGHT TO WORK IN THE UK
Are there any restrictions to your residence in the UK, which might affect your right to take up employment in the UK? YES / NO
If so, please provide details:
If you are successful in your application, would you require permission from the UK Borders Agency prior to taking up employment? YES / NO

HEALTH
Are there any adjustments that may be required to be made should you be invited for interview? YES / NO
If so, please state here:
.....
Please note that following any job offer and prior to commencing employment you will be expected to undergo a medical examination which will include drug screening.

SOCIAL RESPONSIBILITY – Reflecting the principles of the Rehabilitation of Offenders Act 1974

Do you have any previous convictions? YES / NO

Do you have any court action pending? YES / NO

If YES to any of the above please give details

.....

Do you have a current Driving Licence? YES / NO

Give details of any previous endorsements or disqualifications

.....

SUPPLEMENTARY INFORMATION

LEISURE INTERESTS – Give brief details of interests, membership of clubs, etc

PERSONAL STATEMENT

To help us in considering your application, please give a brief statement showing how much you match the requirements of the post you have applied for and any other information you feel may help your application eg your likes and dislikes about your recent work or education, your successes and achievements. Please continue on a separate sheet if necessary.

REFERENCES

Names and addresses of two persons to whom reference may be made, one of whom should be your present or most recent employer.

- | | |
|----------|----------|
| 1. Name | 2. Name |
| Position | Position |
| Address | Address |

DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Information Commissioner.

Declaration: I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature Date