



Aberdeen Harbour

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

Date of Birth 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			

HEALTH – Please give brief details of
(a) Any physical disability
(b) Any major or recurring illness over the last 3 years
.....
If invited for interview, would you require any special facilities as a result of any disability? YES / NO
If YES, please specify
.....
Please note that prior to any job offer you will be expected to undergo a medical examination which may 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	Are you a Car Owner YES / NO
Give details of any previous endorsements or disqualifications	
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SUPPLEMENTARY INFORMATION

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

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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.

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REFERENCES

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

<p>1. Name</p> <p> Position</p> <p> Address</p>	<p>2. Name</p> <p> Position</p> <p> Address</p>
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Declaration: I declare that the information given on all parts of this application form, is to the best of my knowledge correct. I understand that giving any false information/omitting to give information will make my application unacceptable and if I am appointed, may lead to my dismissal.

I agree that, if I am appointed, the information may be used as part of the permanent personnel record of my employment under the Data Protection Act 1984.

Signature

Date