

**CONFIDENTIAL**

**Application for Employment**

**Please download and complete this form on-screen or by hand. If completing this form by hand, then please use BLOCK CAPITALS.**

**Text boxes will expand if required. If required, please add new rows to tables by using the tab key.**

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| Application for the post of: **Junior Officer** |
| Where did you **first** see this post advertised? (if online, please give name of website): |

**PERSONAL INFORMATION**

|  |  |
| --- | --- |
| Last Name:  | First Name(s):  |
| Title: Mr/Mrs/Miss/Other:  | Contact Details* Daytime Tel. no.:
* Evening/Mobile Tel. no.:
* Email address:
 |
| Home address, including post code: |
| How long have you lived at your current address? If less than 2 years, please give your previous address, including post code: |

**WHY YOU ARE APPLYING FOR THIS ROLE**

Please tell us what interests you about this role and why you are interested in being employed by Stirling Credit Union.

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**RELEVANT SKILLS AND EXPERIENCE**

Please tell us why you would be suited to this role – what you would bring to it.

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**EMPLOYMENT HISTORY**

*(Please use tab key to insert extra rows if necessary)*

| **Dates** ***(from / to)*** | **Employer** | **Job Role or Title** |
| --- | --- | --- |
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**EDUCATION AND QUALIFICATIONS**

Please provide details of your educational attainment and qualifications, including secondary school, college, university, professional or other relevant training or certificated skills.

*(Please use tab key to insert extra rows if necessary)*

| **Date achieved (or expected to achieve)** | **Qualification / Description** | **Level****(e.g. Higher, A-level, HNC, Degree and level)** | **Grade achieved** | **Establishment** |
| --- | --- | --- | --- | --- |
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**ADDITIONAL INFORMATION**

Please tell us anything else you think is relevant to your application.

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**REFEREES**

Please provide contact details for at least two referees, one of whom must be able to represent your most recent employer or place of study/education.

| **Contact Name** | **Role and organisation** | **Postal address, telephone and email adddress** |
| --- | --- | --- |
|  |  |  |
|  |  |  |

*If you are invited to attend an interview we will request references.*

**DECLARATION**

NOTE: If you have completed this form on-screen and intend to email to us, then you do not need to complete this section now. However, you may be asked to sign this document later in the process.

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| *I certify that the information that I have provided in this application may be relied upon as being truthful and an accurate record of my educational and work experience and qualification. I understand that in proceeding with this application Stirling Credit Union Limited may access online data sources to validate my identity and personal information.* |
| Signed: Print Name: Date:  |

**Young Person’s Guarantee Scheme**

This role is funded by the Scottish Government “Young Person’s Guarantee Scheme”. Therefore, we can only accept applications from candidates who satisfy their criteria:

***Please make selections by typing or writing an “x” in the left-hand column.***

**Candidates MUST:**

|  |  |
| --- | --- |
|  | Have the right to live and work in the UK\* |
|  | Be aged 16 - 24 years (to 30th November 2021) |

**\*Evidence must be provided of right to live and work in the UK, e.g. NI Card, Passport, DWP correspondence including NI Number, Birth Certificate.**

**Candidates MUST be (select just one option):**

|  |  |
| --- | --- |
|  | Unemployed (excluding those in full-time education) |
|  | About to leave school without a positive destination |
|  | School Leaver without a positive destination |
|  | In low paid employment |
|  | At risk or redundancy |
|  | At risk of losing an apprenticeship |
|  | Leaving training, volunteering, college or university without a positive destination |
|  | Low-skilled |
|  | Without qualifications at SCQF 5 or above |
|  | Underemployed |

**Equal Opportunities Monitoring**

This role is funded by Stirling Council and the Scottish Government. They have asked for some information about yourself to ensure we comply with the Equality Act 2010. This is a law to make sure all people are treated fairly and equally. Stirling Council will use your information to monitor the effectiveness of our recruitment, and to ensure that there are equal opportunities for everyone to achieve their potential, irrespective of race, sexual orientation and/or religion or belief.

Your information will never be published in a way that allows you to be identified. It will be treated in the strictest confidence and held and used securely.

***Please make selections by typing or writing an “x” in the left-hand column.***

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| **What religion, religious denomination or body do you belong to?** |
|  | None |
|  | Church of Scotland |
|  | Roman Catholic |
|  | Other Christian |
|  | Muslim |
|  | Hindu |
|  | Buddhist |
|  | Sikh |
|  | Jewish |
|  | Pagan |
|  | Other religion, please write in |
|  | Prefer not to say |

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| **Which of the following options best describes how you think of yourself?** |
|  | Heterosexual/Straight |
|  | Gay/Lesbian |
|  | Bisexual |
|  | Other |
|  | Prefer not to say |

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| **Which of the following best describes your ethnic group or background?** |
| **White –** |
|  | Scottish  |
|  | Other British  |
|  | Irish  |
|  | Gypsy Traveller  |
|  | Polish  |
|  | Other |
| **Mixed or multiple ethnic group –**  |
|  | Mixed or multiple ethnic |
| **Asian –**  |
|  | Pakistani, Pakistani Scottish or Pakistani British  |
|  | Indian, Indian Scottish or Indian British  |
|  | Bangladeshi, Bangladeshi Scottish or Bangladeshi British  |
|  | Chinese, Chinese Scottish or Chinese British  |
|  | Other |
| **African –**  |
|  | African, African Scottish or African British  |
|  | Other |
| **Caribbean or Black –**  |
|  | Caribbean, Caribbean Scottish or Caribbean British  |
|  | Black, Black Scottish or Black British  |
|  | Other |
| **Arab –** |
|  | Arab, Arab Scottish or Arab British  |
|  | Other |
| **Other Ethnic Group –**  |
|  | Other Ethnic Group |
| **Prefer not to say –**  |
|  | Prefer not to say |