

Private & Confidential

**THE DOME**

**14 George Street, Edinburgh EH2 2PF**

**APPLICATION FOR EMPLOYMENT**

**Please complete in INK & BLOCK CAPITALS**

|                                      |
|--------------------------------------|
| <b>Position applied for:</b><br><br> |
|--------------------------------------|

**Application Date.....**

**PERSONAL PARTICULARS**

|                 |                     |
|-----------------|---------------------|
| <b>Surname:</b> | <b>Forename(s):</b> |
|-----------------|---------------------|

|                           |                   |
|---------------------------|-------------------|
| <b>Permanent Address:</b> |                   |
| <b>Postcode:</b>          |                   |
| <b>Telephone No:</b>      | <b>Mobile No:</b> |
| <b>Next of Kin Name:</b>  |                   |
| <b>Relationship:</b>      |                   |
| <b>Address:</b>           |                   |
| <b>Telephone No(s):</b>   |                   |

## GENERAL

|  |
|--|
| <p>Have you any friends or relations working with Caledonian Heritable Ltd?</p> <p style="text-align: right;">YES/NO</p> <p>If YES please give details:</p>  |
| <p>Have you had any previous service with Caledonian Heritable Ltd?</p> <p style="text-align: right;">YES/NO</p> <p>If YES give details and reason for leaving</p>   |
| <p>Are you employed at present?</p> <p style="text-align: right;">YES/NO</p> <p>If YES please give details:</p>  |
| <p>Are you a member of any professional association or a Trades Union?</p> <p style="text-align: right;">YES/NO</p> <p>If YES please give details (including any office or an appointment held):</p>   |
| <p>Apart from 'spent' convictions, as defined under the Rehabilitation of Offenders Act 1974, have you been convicted of a criminal offence, or are there any criminal charges outstanding against you.</p> <p style="text-align: right;">YES/NO</p> <p>If YES please provide details:</p> |
| <p>Do you require documentation to enable you to work in the United Kingdom?</p> <p style="text-align: right;">YES/NO</p> <p>If YES please supply the relevant Visa/Work Permit for inspection. If applicable, you must also complete a WRS Form</p>                                       |
| <p>When would you be able to start work?</p>   |
| <p>Please list all interests – sports, hobbies, etc.</p>   |
| <p>Where did you hear of this vacancy?</p>   |

**PREVIOUS EMPLOYMENT:**

This should cover the last 10 years at least starting with the most recent and including military service and apprenticeships if any.

| <b>COMPANY OR EMPLOYER</b> | <b>POSITION HELD</b> | <b>DATES OF EMPLOYMENT</b> | <b>DETAILS OF JOB</b> | <b>RATE OF PAY</b> | <b>REASON(S) FOR LEAVING</b> |
|----------------------------|----------------------|----------------------------|-----------------------|--------------------|------------------------------|
|                            |                      |                            |                       |                    |                              |
|                            |                      |                            |                       |                    |                              |
|                            |                      |                            |                       |                    |                              |
|                            |                      |                            |                       |                    |                              |

**EDUCATION:**

|  |   |
|--|---|
| <b>Schools:</b>                        | <b>Qualifications obtained (include any trade Qualifications)</b> |
| <b>Colleges/Further education:</b>     |   |
| <b>Any other relevant information:</b> |   |



## EQUAL OPPORTUNITIES MONITORING FORM

The Dome is committed to being an equal opportunities employer and to providing support, ensuring that all applicants can compete equally with all other applicants. To help us monitor the effectiveness of our policy, please complete the details below:

**THIS INFORMATION WILL NOT FORM PART OF OUR RECRUITMENT DECISION.**

|  |             |  |
|--|-------------|--|
| <b>Date of Birth:</b>  |             | <b>Nationality:</b>                                |
| <b>Sex:</b> MALE/FEMALE  | <b>Age:</b> | <b>Place of Birth:</b>                             |
| <b>Are you married or in a civil partnership?:</b><br>(YES/NO) |             | <b>Do you have dependent children?</b><br>(YES/NO) |

|   |
|---|
| <p><b>A RECENT PHOTOGRAPH TO BE MADE<br/>AVAILABLE IF THE APPLICATION IS SUCCESSFUL</b></p> |
|---|

### HEALTH DETAILS

|  |
|--|
| <p><b>Do you consider yourself to have a disability?</b> YES/NO<br/>If YES, please give details:</p>   |
| <p><b>Have you had any illness causing absence from work in the last 5 years?</b> YES/NO<br/>If YES, please give details:</p>                              |
| <p><b>Have you had any serious illness, injury or operation during the last 5 years?</b> YES/NO<br/>If Yes, please give details:</p>                       |
| <p><b>Do you suffer from defective eyesight or hearing?</b> YES/NO<br/>If YES, please give details:</p>  |
| <p><b>Have you had any heart, chest or respiratory complaints (including for example asthma and hay fever)?</b> YES/NO<br/>If YES please give details:</p> |

**ETHNIC ORIGIN** - Please indicate your ethnic origin: (tick box)

|   |                          |   |
|---|--------------------------|---|
| <b>Black – African</b>  | <b>Black – Caribbean</b> | <b>Black Other - (inc. mixed parentage)</b> |
| <b>White (inc Greek or Turkish)</b>                                     | <b>Irish</b>             | <b>Chinese</b>                              |
| <b>Indian</b>   | <b>Pakistani</b>         | <b>Bangladeshi</b>                          |
| <b>Other - Please specify (incl. Arab, Iranian, other mixed origin)</b> |                          |   |