#### LASER Job Application Form A blue and green logo  Description automatically generated with low confidence

***Please supply separate supporting information as requested under section 4 below, with this completed application form. Please do not attach a CV to your application. Please note you must complete sections 2 and 3 below.***

|  |
| --- |
| **Position applied for:** |
|  |

**1. Personal details**

|  |  |
| --- | --- |
| **Title:** | **Forename(s):** |
|   |   |
| **Surname:** |
|   |
| **Current address:** | **Daytime telephone number:** |
|   |   |
| **Evening telephone number:** |
|   |
| **Email address:** |  |
| **NI Number:** |  |

**2. Employment history**

|  |  |
| --- | --- |
| **Present (or most recent) post:** | **Job title:** |
|   |   |
| **Employer:** | **Date started *(and finished if no longer in post)*:** |
|   |   |
| **Salary and benefits:** |
|   |
| **Reason for leaving:** |
|   |
| **Major duties and responsibilities:** |
|   |

|  |
| --- |
| **Previous posts *(please start with the most recent):*** |
| **Employer/location** | **Dates (from-to):** | **Job title and brief summary of duties:** | **Salary:** | **Reason for leaving:** |
|     |     |     |     |  |

**3. Education/training**

|  |  |  |
| --- | --- | --- |
| **Secondary education – school/college:** | **Subject/qualification/course title:** | **Grade:** |
|  |   |  |
| **Further education – college/university:** | **Subject/qualification/course title:** | **Grade:** |
|   |   |  |
| **Other relevant training, professional qualifications or work related skills *(for example languages, shorthand, etc)*:** |
|  |
| **Are you undertaking any course of study at present? *If so, please give details*** |
|  |
| **Do you have membership of any professional bodies? *If so, please give details, including any offices held*** |
|  |

It is the Company's policy to verify the qualifications of all successful job applicants, and by making this application you are consenting to such checks being carried out.

**4. Supporting information**

Please provide a separate letter of application which explains the relevance of your experience and any other information in support of your application, with direct reference to the **Job Description** and **Person Specification** for this post. *Any application which is not supported in this way will not be considered.*

**5. Other details**

|  |  |
| --- | --- |
| **What is the notice required in your present post?** |  |
| **Do you have any other paid/unpaid work which may potentially conflict with working for LASER?** | **Yes *(please provide details)*** | **No** |
| **Are there any restrictions on you taking up paid employment in the UK?** | **Yes *(please provide details)*** | **No** |
| **Do you have a full driving licence?** | **Yes** | **No** |
| **Do you have any current endorsements on your driving licence?** | **Yes *(please provide details)*** | **No** |
| **Where did you see the advertisement for the post?** |  |

**6. Disability**

|  |  |  |
| --- | --- | --- |
| **Do you require any special arrangements to be made for your interview on account of a disability?** | **Yes** | **No** |
| If 'yes', please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and thus meet our obligations under the Equality Act 2010 |

**7. Convictions**

|  |
| --- |
| **Do you have any unspent convictions? *Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.***  |
| If ‘yes’ please give details including conviction type and date |

**8. References**

Please give the details of two referees, stating how long you have known them and in what capacity. One should be your current or most recent employer. References for shortlisted candidates may be taken up before interview unless you request otherwise.

|  |  |
| --- | --- |
| **1. Name:** | **2 Name:** |
|   |   |
| **Address:** | **Address:** |
|     |     |
| **Telephone number:** | **Telephone number:** |
|   |   |
| **Email address:** | **Email address:** |
|  |  |
| **Occupation:** | **Occupation:** |
|   |   |
| **Time known:** | **Time known:** |
|   |   |
| **Capacity *(eg current/most recent employer/personal):*** | **Capacity *(eg current/most recent employer/personal*):** |
|   |   |
| **May references be taken up before interview?** | **May references be taken up before interview?** |
|  |  |

|  |
| --- |
| **Data protection**1. We are aware of our obligations under data protection legislation, including the obligation to collect only the data that is required for our specific purpose. The information collected in this application form is specific to our recruitment exercise and necessary for the performance of the role that you have applied for. If you are recruited for the role you have applied for, or any other role you are offered by us, the information provided will then be used for the purposes of your employment with us, together with further information collected upon recruitment for those purposes. 2. We will treat all personal information about you with utmost integrity and confidentiality. Our data protection policy sets out our approach to ensuring that your data is processed in line with the data protection principles within current data protection legislation. 3. The privacy notice on our website gives you information on, amongst other things, the data we will hold about you during the recruitment exercise and what we use it for. **Declaration**1. I confirm that the information provided in this application is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. 3. I agree that should I be successful in this application, I will, if required, apply to the Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. I understand that should I fail to do so, or should the disclosure not be to the satisfaction of the company any offer of employment may be withdrawn or my employment terminated.**Applicant signature:** **Date:** |

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