#### A blue and green logo Description automatically generated with low confidence

#### Laser Learning Awards

Job Application Form

***All applications must be accompanied by separate supporting information as detailed in section 4 below. You must complete all sections on this form in full, and do not attach a CV to your application. Only applications where this application form has been completed in full, and which are accompanied by a supporting statement, will be considered for shortlisting.***

|  |
| --- |
| **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 title** | |
|  | |
| **Employer** | |
|  | |
| **Salary and benefits** | **Date started *(and finished if no longer in post)*** |
|  |  |
| **Reason for leaving or looking to leave** | |
|  | |
| **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** | | |
|  | | |
| **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 must be supplied but will not usually be taken up unless you are offered the post, and definitely not if you indicate this below.

|  |  |
| --- | --- |
| **1. (Current/most recent employer) 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?** |
|  |  |

|  |
| --- |
| **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 LASER require further information and wish to contact my doctor with a view to obtaining a medical report, I understand that the law requires LASER to inform me of its intention and obtain my permission prior to contacting my 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:** |

LASER is aware of its 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. LASER 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. The privacy notice on the LASER 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.

LASER is an equal opportunities employer.