

PRIVATE AND CONFIDENTIAL

SCONE PALACE APPLICATION FORM - 2022



Please complete this form and return it to: anne@scone-palace.co.uk

The information you provide will be used to enable Stormont Trading to process your application and to contact you about your application. We will not share your information with third parties, unless required by law. We will retain application forms and copies of ID documents provided by applicants for a maximum of 6 months for the purposes of referring to in the event of query or complaint. If your application is successful we will retain the information for the duration of your employment with us.

Please note you have rights in relation to your personal data held by Stormont Trading (who is the Data Controller of such data). You can request access to your personal data and/or in certain circumstances ask us to: (i) rectify inaccurate personal data; (ii) erase your personal data from our records; (iii) restrict our processing; (iv) object to our processing; and (v) transfer your personal data that you give us to a third party. To exercise these rights please contact anne@scone-palace.co.uk You can also complain about our handling of your personal data to the Information Commissioner's Office.

Position(s) applied for:
Dates available for employment: From: _____ To: _____
Salary expectation:

PERSONAL DETAILS

Title	Forename(s)	Surname
Address		
Postcode		
Telephone numbers: Home: _____ Mobile: _____		
Email:		
Are you currently eligible for employment in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/> <i>If yes, please give details of documentation you can provide to demonstrate this, eg valid Passport/Birth Certificate/Identity Card</i>		
What period of notice are you required to give to your present employer?		
Where did you hear about this vacancy?		

You need only complete the next question if driving is a requirement of the job for which you are applying.

Do you have a current driving licence? YES NO

Is your driving licence free of endorsements? YES NO

If no, please provide details:

Do you have your own vehicle? YES NO

EMPLOYMENT RECORD

CURRENT OR MOST RECENT JOB

Position held:

Dates: From: To:

Name and address of employer:

Brief description of duties:

Current or last salary and reason for leaving:

PREVIOUS EMPLOYMENT

(please start with the most recent and work backwards, continuing on a separate sheet if necessary)

Position held:

Dates: From: To:

Name and address of employer:

Brief description of duties:

Reason for leaving:

PREVIOUS EMPLOYMENT

(continue on a separate sheet if necessary)

Position held:

Dates: From: To:

Name and address of employer:

Brief description of duties:

Reason for leaving:

PREVIOUS EMPLOYMENT

(continue on a separate sheet if necessary)

Position held:

Dates: From: To:

Name and address of employer:

Brief description of duties:

Reason for leaving:

EDUCATION Please indicate all qualifications, starting with the most recent

School / college/ university	Qualifications gained Subjects and grades and dates achieved

PROFESSIONAL QUALIFICATIONS & MEMBERSHIPS

Please name any awarding institute or professional body in full and include attainment level and grades of membership:

REASON FOR APPLYING

Why do you consider you are a suitable candidate for this position and what motivated you to apply? <i>(continue on a separate sheet if necessary)</i>
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ACHIEVEMENTS

Please include any further information including details of your main achievements to date, relevant to this application.

If you have a disability, and there are any special arrangements which need to be made should you be short-listed for interview, please contact us to notify us of these.

I declare that to the best of my knowledge and belief the information I have given in support of my application is complete and true. I understand that any misleading statement or deliberate omission may affect the assessment of my application and/or result in my dismissal and a claim for damages.
I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions (where appropriate), a probationary period and (if the organisation believes it appropriate) a medical report, all of which must be deemed by the organisation as satisfactory.
I acknowledge that Stormont Trading’s legal basis for processing my personal data is on the basis it is necessary to do so to assess my suitability for employment and it is in Stormont Trading’s legitimate interest to appoint a suitable candidate. Further if I provide any special category of personal data (e.g. information about a disability) to Stormont Trading as part of my application whether within this form or otherwise, I hereby consent to the processing of such data for the purposes of considering my application for employment.

SIGNATURE **DATE**

Thank you for applying

Scone Palace, Perth, PH2 6BD

NAME:

POSITION APPLIED FOR:

REFERENCES

Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current manager: if you are not in employment, please supply the name of your most recent employer or an academic reference (eg tutor or teacher). It is your responsibility to obtain consent from references before providing their personal information to us.

Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application.

Current/last employment	Previous employment
Name Job title Address Postcode Telephone Email Position held in relation to you (eg line manager) Job held by you and dates	Name Job title Address Postcode Telephone Email Position held in relation to you Job held by you and dates
Referee can be contacted prior to offer being made? YES <input type="checkbox"/> NO <input type="checkbox"/>	Referee can be contacted prior to offer being made? YES <input type="checkbox"/> NO <input type="checkbox"/>