



application for appointment in confidence

Please complete this form in BLACK ink and return to Human Resources, Scottish Funding Council, Apex 2, 97 Haymarket Terrace, Edinburgh, EH12 5HD

personal information	application for the post of
Surname	
Initials	
Address (please tell us of any change)	advertising and publicity
	From which publication or other source did you learn of the post/s?
Telephone number	selection arrangements
Home	Please give details when you will not be able to attend the interview
Daytime	
Email	
Are you subject to immigration control?	for office use only
Yes <input type="checkbox"/> No <input type="checkbox"/>	Date received
Are you free to remain and take up employment in the UK?	Interview
Yes <input type="checkbox"/> No <input type="checkbox"/>	Offer of employment

disability (you don't need to answer these questions unless you wish to do so)

SFC participates in the "Positive about Disabled People" scheme. Under this scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post will be guaranteed an interview.

Do you claim a guaranteed interview under the "Positive about Disability" scheme?

Yes No

Note: In the Equality Act, a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities. Further guidance in relation to the meaning of disability is accessible on the Directgov's website as follows: [Disability and the Equality Act 2010](#)

If you have a disability and are invited to sit a test or to interview would you like any special arrangements made? If so, please give details below:

educational and professional qualifications

Subject	Type of qualification (eg GCSE, Standard/O grade, Higher, Degree)	Grades achieved

Additional qualifications, training courses attended, membership of professional bodies etc

IT skills

career summary

Starting date	Leaving date and current/ final salary	Name and address of employer	Appointment held and brief description of job (give all principal appointments with each employer) and reason for leaving

If you are not currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in voluntary employment, unemployed or working in the home

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commentary

This space is to allow you to demonstrate the skills and experience you have that are relevant to the job you are applying for. Refer to the skills and experience (both essential and desirable) that are listed in the job profile. You may also wish to describe any other matters which you consider relevant. (Please continue on a separate sheet if necessary)

referees

Please give name, address and possibly email of two referees. One referee must be your present or most recent employer. Please state whether referees can be contacted immediately.

1

2

availability

When could you take up appointment if successful?

declaration

If you give any information which you know is false, or if you withhold relevant information, this may lead to your application being rejected, or if you have already been appointed, to your dismissal. **I declare that the information I have given is, to the best of my knowledge or belief, true and complete.**

Signature _____ Date _____
(Please use initials and surname only)