

COPE Ltd

Job Application Form

Private and Confidential

The information contained in this form is important in assessing your application. Please complete accurately and in full. Please attach continuation sheets if you need to.

Personal details

Surname					
First Name					
Title					
Post applied for	General Manager				
Where did you see this post advertised?					
Home Address					
Post Code					
Daytime phone no.					
Mobile phone no.					
e-mail address					
Do you possess a full driving licence?		Yes		No	

Present or last employment

Please provide details of your current or last job

Dates	
Employer	
Job Title	
Salary	
Duties/Responsibilities	
Current notice period	

Previous employment

Please provide information on your 3 previous jobs

Dates	
Employer	
Job Title	
Salary	
Reason for leaving	
Duties/Responsibilities	

Previous employment (continued)

Dates	
Employer	
Job Title	
Salary	
Reason for leaving	
Duties/Responsibilities	

Dates	
Employer	
Job Title	
Salary	
Reason for leaving	
Duties/Responsibilities	

Previous employment (continued)

- Please provide information on any other jobs you have had (including any government training initiative, temporary, unpaid and voluntary work experience)

Dates		Employer	Job title	Wage/ Salary	Reason for leaving
From	To				

Education

School/College/University attended	Dates	Qualifications gained or pending	Grade

Membership of professional bodies

Body	Grade of Membership	Whether by exam	Date

Attendance at training courses relevant to your employment

Organising body	Course Title	Duration	Date

Information in support of your application

Please provide information to explain how you meet the criteria in the essential requirements column of the person specification for this post. You should draw on your knowledge, skills, and experience gained from your present/previous employment, training, education, leisure interests and voluntary activities. Please attach additional A4 sheets should you need to.

Referees

Please provide details of 2 referees who are able to comment upon your work record.
Please indicate if we can approach these referees prior to an offer of employment being made.

Referee 1	
Name	
Title	
Organisation	
Address	
Post code	
e-mail	
Telephone	
approach?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Referee 2	
Name	
Title	
Organisation	
Address	
Post code	
e-mail	
Telephone	
approach?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification

I certify to the best of my knowledge that the information I have given on this form is true and complete. I understand that any false information given may render an offer of employment invalid and lead to the termination of employment. I also understand that any appointment will be subject to the receipt of satisfactory references and clear Enhanced Disclosure Scotland check.

Signed		Date	
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- If there is not sufficient space for your answers you can provide additional information. If you are submitting additional pages to the application please attach to form clearly marking which question(s) these relate to.
- Please send your completed application forms to COPE Ltd, Port Business Park, Gremista, Lerwick, Shetland ZE1 0TW

Please do not send CVs, as these will not be considered.

- The deadline for the receipt of applications at SEEM is 5pm on Friday 28th August 2009. Applications received after the deadline will not be accepted.

Data Protection Act 1998

I understand that the Company needs to collect and use certain types of information about employees, in order to operate its business and to fulfil its legal obligations under the Date Protection Act 1998 and that the information I have provided on this application form will be used during the recruitment process and if appointed will be used as part of my personal records.

I consent to the Company holding such information on file only for as long as it considers necessary to fulfil the purpose for which it was obtained and to process (including disposing and destroying) it in accordance with the eight Date Protection Principles and the other requirements of the Act and any other procedures laid down by the Company for this purpose from time to time.

I understand that the Company will take all reasonable precautions at all times to guard information against any unauthorised access and use.

Signed		Date	
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Equal Opportunities

COPE Ltd seeks to be an Equal Opportunities employer. The Company aims to recruit staff solely on suitability for the job and merit.