



Application for Employment

LB3

POST APPLIED FOR: _____

SECTION A – PERSONAL DETAILS

Surname _____ Address _____

Initial(s) _____

Home _____

Telephone _____

Work/Mobile _____ Postcode _____

Are you a UK/EU citizen or permanent resident of the United Kingdom: YES/NO*

* Delete as appropriate

SECTION B – EMPLOYMENT

B1 Present or Most Recent Employment

| | | |
|-------------------------|------------------------------------|----------------|
| Employer Name & Address | Job Title | _____ |
| _____ | Employed From | _____ To _____ |
| _____ | Current Salary | _____ |
| _____ | Reason for leaving (if applicable) | _____ |

B2 Summary of Duties and Responsibilities in the above Post

| |
|--|
| |
| |

B3 Previous Employment

| Employer Name & Address (most recent first) | Job Title & Main Duties and Responsibilities | Employed From | To | Reason for Leaving |
|---------------------------------------------|----------------------------------------------|---------------|----|--------------------|
| | | | | |
| | | | | |
| | | | | |

SECTION C – EDUCATION AND TRAINING

C1 Secondary Education

Qualification Gained

Subjects/Modules

Grades/Bands

C2 Further and Higher Education

Qualification Gained

Course (Full/Part time)

College/University

C3 Other Relevant Training

Course/Subject

Provider

Full/Part time

C4 Professional Qualification

Name of Professional Body

Grade of Membership

Institution

D3 References

Please supply the names and full contact details of two people who would be willing to provide you with a reference. Where you are, or have been, in employment, one of these should be your present or most recent employer. *We will only contact your referees if you are offered employment.*

| | | | |
|-----------|-------|-----------|-------|
| Name | _____ | Name | _____ |
| Position | _____ | Position | _____ |
| Address | _____ | Address | _____ |
| | _____ | | _____ |
| Postcode | _____ | Postcode | _____ |
| Telephone | _____ | Telephone | _____ |
| Email | _____ | Email | _____ |

D4 Criminal Convictions

Please give details of any convictions that are unspent in accordance with the provisions of the Rehabilitation of Offenders Act 1974. Please note you will be required to provide a satisfactory Basic Disclosure Scotland report prior to any offer of employment.

| Date | Details of Offence | Sentence |
|------|--------------------|----------|
| | | |

To ensure fairness and openness, please indicate whether you have a close connection with any elected member of the Fire Board/Authority, or any employee of the Fire Service. This information will not affect your employment opportunity.

| | | | |
|------|-------|--------------|-------|
| Name | _____ | Relationship | _____ |
|------|-------|--------------|-------|

Please note that canvassing either directly or indirectly will automatically disqualify a candidate.

DECLARATION

I declare that all statements made by me in this application are to the best of my knowledge and belief true and I accept that my employment contract will be automatically terminated if I am found to have given false or misleading information.

| | | | |
|-----------|-------|------|-------|
| Signature | _____ | Date | _____ |
|-----------|-------|------|-------|

You need only sign your initials and surname.

Applications should be returned to:

Lothian and Borders Fire and Rescue Service
Personnel Department
Lauriston Place
Edinburgh, EH3 9DE

Use of Personal Data

The information you give on this Application Form and the Equal Opportunities Monitoring Form is used as part of the recruitment and selection process and also forms the basis of any subsequent employment relationship. If you are successful, we will keep this application in your personal file. Otherwise, it will be destroyed when the recruitment process is completed.



Equal Opportunities Monitoring Form

In order for us to monitor our recruitment and selection process in relation to our equal opportunities policy we ask ALL job applicants to answer the following questions.

Surname: _____ Initial (s): _____

EQUAL EMPLOYMENT OPPORTUNITIES POLICY STATEMENT

Lothian and Borders Fire and Rescue Service is an equal opportunities employer and will ensure that no job applicant or employee receives less favourable treatment than any other, on the grounds of their gender, marital status, race, colour, ethnic origin, religious belief, social status, sexual orientation, political belief, nationality, trade union activity, responsibility for dependents, age, language, disability or any other factor not relevant to a persons' ability to do the job for which they have applied.

CONFIDENTIALITY

The information you provide will be treated in the strictest confidence and retained solely to monitor fairness and to ensure that decisions taken in relation to all applications have been based on merit and not influenced by any irrelevant factor. Individual unsuccessful records are destroyed at the end of each recruitment cycle. Only overall figures are retained for statistical reporting.

ETHNIC ORIGIN

This is not a question about nationality but refers to members of an ethnic group who share the same cultural background and identity. Choose one Section from A to E, and tick the appropriate box to indicate your cultural background.

A White

- Scottish
- Other British:
 - English
 - Welsh
 - Other
 Please write in:
- Irish
- Any other White background,
Please write in:

B Mixed

- Any mixed background
Please write in:

C Asian, Asian Scottish, Asian English, Asian Welsh or other Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background
Please write in:

D Black, Black Scottish, Black English, Black Welsh or other Black British

- Caribbean
- African
- Any other Black background
Please write in:

E Other Ethnic background

- Please write in:

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>GENDER</p> <p><input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>AGE</p> <p>Date of Birth:/...../.....</p> <p>Age:</p> <p>Age Group:</p> <p><input type="checkbox"/> 16-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46+</p> | <p>DISABILITY</p> <p>Do you consider yourself to have any kind of disability?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please give brief details of how this may affect you during our recruitment process:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>SEXUAL ORIENTATION <i>(completion of this section is optional)</i></p> <p><input type="checkbox"/> Bisexual <input type="checkbox"/> Gay Man <input type="checkbox"/> Gay Woman/Lesbian <input type="checkbox"/> Heterosexual <input type="checkbox"/> Prefer not to say</p> | <p>RELIGION <i>(completion of this section is optional)</i></p> <p><input type="checkbox"/> Christian <input type="checkbox"/> Buddhist <input type="checkbox"/> Jewish <input type="checkbox"/> Hindu <input type="checkbox"/> Sikh <input type="checkbox"/> Muslim <input type="checkbox"/> Baha'i <input type="checkbox"/> None <input type="checkbox"/> Other - please specify:.....</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>ADVERTISING</p> <p>Please specify how you heard about this vacancy:</p> | |
| <p><input type="checkbox"/> Newspaper</p> <p><input type="checkbox"/> Poster – in station</p> <p><input type="checkbox"/> Poster – elsewhere</p> <p><input type="checkbox"/> Lothian and Borders Fire and Rescue Service website</p> <p><input type="checkbox"/> Disabled Go Jobs</p> <p><input type="checkbox"/> Word of Mouth</p> | <p><input type="checkbox"/> Careers event</p> <p><input type="checkbox"/> Open Day</p> <p><input type="checkbox"/> S1Jobs.com</p> <p><input type="checkbox"/> Other website Please specify:</p> <p><input type="checkbox"/> Other Publication Please specify:</p> |