

CONFIDENTIAL

moray leisure limited

Application for Employment



moray leisure centre



"Funded by The Moray Council"

Post Applied For:	Job Reference No:
If invited for interview, would you require any special facilities as a result of any disability? If Yes, please detail:-	
Where / when did you see this vacancy advertised?	

PERSONAL INFORMATION

Forename(s):	Known As:	Surname:
Preferred Title: (Mr / Mrs / Miss / Ms etc)	National Insurance No:	
Address:	Daytime Tel. No:	
	Evening Tel. No:	
	Mobile No:	
	E-mail:	
	May we contact you at work? Yes No	
	Do you hold a current driving licence? Yes No	
Post Code:	Is it free from endorsements? Yes No	
Medical history – please outline any medical conditions that could affect your performance in this job.		
Number of days off in the last two years due to sickness:		

PRESENT OR MOST RECENT EMPLOYMENT

Name & address of employer:	Nature of employer's business:
	Present position:
	Date appointed:
	Period of notice required:
	Salary:
	Grade:
Describe duties and responsibilities:	

PREVIOUS EMPLOYMENT

List details of previous appointments, starting with the most recent.

Name of employer	From	To	Position held and brief description of duties and responsibilities	Reasons for change or leaving and Salary

EDUCATION & TRAINING *(please start with Secondary Education)*

School / College / University	Full / Part time	From	To	Certificates / Diploma / Degree Gained (with dates / grades)

ADDITIONAL TRAINING & DEVELOPMENT

Please detail any training or courses taken privately or through previous employment, including memberships of professional associations / organisations (include dates).

HOBBIES / SPORTS

Give details, including membership, or offices held in any clubs, community groups or societies

FURTHER INFORMATION

Please include any additional information which you feel is relevant to your application, including why you are interested in this post and how you consider you are suitable for this position.

(Please continue on a separate sheet if necessary)

REFERENCES

Please name two **un-connected** referees, **ONE OF WHOM SHOULD BE YOUR PRESENT OR MOST RECENT EMPLOYER**.

References will only be taken up if you are offered a post.

(1) Name:

Position:

Address:

Tel:

Email:

(2) Name:

Position:

Address:

Tel:

Email:

Please tick box if you **DO NOT** wish your present employer to be approached unless an offer of employment is made:

REHABILITATION OF OFFENDERS ACT

Have you ever been convicted of any criminal offences which are not yet spent under the Rehabilitation of Offenders Act 1974? Yes No

If "Yes", please provide details by emailing hazel.geddes@mlc-elgin.co.uk marked "**Strictly Confidential**".

NOTE: *Ex-offenders will be considered on an individual basis, and the nature of their offence will be taken into account in the recruitment decision.*

GENERAL DATA PROTECTION REGULATIONS (GDPR) PRIVACY STATEMENT

Please refer to the Moray Leisure Centre website <https://www.morayleisurecentre.com/privacy-policy/> for full details on our General Data Protection Regulations (GDPR) Privacy Statement.

DECLARATIONS

I declare to the best of my knowledge that the information given in this form is true and correct. I understand and hereby agree that if I am appointed to the staff of Moray Leisure Ltd, it will be on the basis of this information and that a false statement may result in termination of that appointment. I also understand that any offer of employment is subject to a 3-month probationary period and satisfactory references being obtained.

I agree, if successful in obtaining employment at Moray Leisure Centre, to undergo any Disclosure Scotland checks as required.

Signature:

Date: