*Please complete all fields truthfully, completely and accurately; failure to do so could invalidate your application. Your form,* ***together with an Equal Opportunities Monitoring form****, should be completed and submitted via email to* [*recruitment@dvva.scot*](mailto:recruitment@dvva.scot) *or by post to DVVA, 10 Constitution Road, Dundee DD1 1LL, marked Recruitment Private and Confidential.* ***CVs are not accepted.***

*The information contained in sections 1 and 2 will not be made available for shortlisting.*

**SECTION 1: PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (inc postcode)** |  |
| **Telephone (inc area code)** |  |
| **Mobile** |  |
| **Email** |  |

|  |  |
| --- | --- |
| **Please confirm the basis for your right to work in the UK**  **(e.g. by birth/ current visa)** |  |
| **If applicable, please confirm Visa/Permit Expiry Date** |  |
| **Do you have a current, full (i.e. not provisional) UK driving licence?** | Yes/No |
| **Do you own/have access to an appropriately insured and MOT’d car?** | Yes/No |

**SECTION 2: REFEREES**

*Instructions – Please give details of* ***TWO*** *people we may approach for a reference who can comment on your suitability for this position. One referee must be your present or most recent employer. If you do not wish us to approach your referees prior to interview, please make the appropriate selection below.*

***Referee 1***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (inc postcode)** |  |
| **Phone/mobile (inc area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

***Referee 2***

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename** |  |
| **Address (inc postcode)** |  |
| **Phone/mobile (inc area code)** |  |
| **Email** |  |
| **In what capacity does this individual know you?** |  |
| **How long has this individual known you?** |  |
| **Can we contact this individual in advance of your interview?** |  |

|  |  |
| --- | --- |
| **Position Applied For** |  |

**SECTION 3: CAREER HISTORY**

*Instructions: Only include details for your current job and the two previous roles (paid or unpaid). If necessary, summarise earlier roles in section 3.3.*

***3.1 Current Employment (paid or unpaid)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **Since** |  |
| **Notice period** |  | | |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |

***3.2a Previous Employment (one of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **From:**  **To:** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |

***3.2b Previous Employment (two of two)***

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title** |  | **Employer** |  |
| **Location** |  | **From:**  **To:** |  |
| **Job details**  *Include details of your key duties and areas of responsibility* |  | | |

***3.3 Summary of Earlier Roles (paid or unpaid)***

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Job Title** | **Employer** | **Period** |
| ***1*** |  |  |  |
| ***2*** |  |  |  |
| ***3*** |  |  |  |
| ***4*** |  |  |  |
| ***5*** |  |  |  |

**SECTION 4: EDUCATION, PROFESSIONAL QUALIFICATIONS AND TRAINING**

***4.1 Secondary School/Adult Education***

|  |  |
| --- | --- |
| **School/Establishment** |  |
| **Location** |  |
| **Standard Grades / O-Levels / GCSEs / National 5**  Only detail the number of passes and the corresponding grades (e.g. Creditx2, General x4) – you do not need to list the subject unless required in the person spec |  |
| **Highers / A Levels**  Detail the subjects passed and the corresponding grades (e.g. Maths - C) |  |
| **Advanced Higher / Sixth Year Studies**  Detail the subjects passed and the corresponding grades |  |

***4.2 Further Education***

*Instructions – detail further educational qualifications e.g. doctorates, degrees, diplomas, HNC, SVQ, NVQs etc.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Grade  (if applicable)** | **Place of Learning** | **Year Gained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***4.3 Professional Qualifications***

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Professional Body** | **Year Gained** | **Current Member of Body? (Y/N)** |
|  |  |  |  |
|  |  |  |  |

***4.4 Other Key Learning & Training Events***

|  |  |  |
| --- | --- | --- |
| **Qualification/Course/Training** | **Organising Body/Establishment** | **Year Gained** |
|  |  |  |
|  |  |  |
|  |  |  |

**SECTION 5: REASONS FOR APPLYING – YOUR SUPPORTING STATEMENT**

*Instructions – The Job Description and Person Specification detail the key areas of responsibility, outputs, skills, experience and competencies required for this role. Please ensure that you take time to consider these, understand them and do not make any assumptions. In your supporting statement below (can be continued on a separate sheet), use your own experience to evidence how you meet the requirements of the role and detail why you are the right candidate.*

|  |
| --- |
| **Supporting Statement** |

**SECTION 6: DECLARATION**

*Before submitting your application, please read the following:  
  
If you omit information that we have asked for, we will not consider your application. If you are appointed to the post, any major omission or inaccurate information relevant to your application could lead to disciplinary or, in some circumstances, legal action against you.  
  
'I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.*

*I understand that canvassing a member of staff or a member of the Board of Directors, directly or indirectly, in connection with this application shall disqualify me.*

*I understand that a standard or enhanced disclosure check may be sought in the event of my application being successful.*

*I have read and understood the attached Privacy Notice. I understand that my personal details will be held in confidence for the purpose of assessing this application. If employed, I understand the information will be used in the administration of my employment in accordance with the Data Protection Act 2018.’*

|  |  |
| --- | --- |
| **I have read and understood the declaration in section 6 above** | |
| **Name** |  |
| **Signed \*** |  |
| **Dated** |  |

*\*where applications are being submitted electronically, an electronic signature is acceptable*

**Submitting your Application Form**

*Your form,* ***together with an Equal Opportunities Monitoring form****, should be completed and submitted either via email to* [*recruitment@dvva.scot*](mailto:recruitment@dvva.scot) *or by post to DVVA, 10 Constitution Road, Dundee DD1 1LL, marked FAO Recruitment Private and Confidential.*

***Please note that CVs are not accepted.***

Further details about the recruitment process within DVVA, together with details of our privacy notice and how the data you have provided will be used, can be found on our website <https://dvva.scot/privacy-notice-employment-application-form/>