



Timespan  
Dunrobin Street  
Helmsdale  
KW8 6JA  
T: 01431821327  
E: enquiries@timespan.org.uk

## Confidential

Please return this form marked private and confidential to:

Alison MacDonald, Company Secretary at board@timespan.org.uk

### PLEASE COMPLETE LEGIBLY IN BLOCK CAPITALS

Position applied for:		Closing Date:	
Where did you see this position advertised?		Notice required by current employer:	

#### Personal Details:

Surname:		Title (Mr/Mrs/Ms/Mx etc):	
Forenames:			
NI Number:		Date of Birth:	N/A
Current Address:			
Postcode:		Telephone Number:	Work: Home:
Do you require special arrangements for an interview or for a job?	Yes / No	If yes, what are they?	
Current Driving Licence:	Yes / No	Have you ever been convicted of a criminal offence, other than a spent conviction under the Rehabilitation of Offenders Act?	Yes / No

		(If yes, please give details)	
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Are you Legally Eligible for Employment in the U.K.?	Yes / No
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**Education:**

Schools Attended:	Dates		Qualifications Gained and Grades:
	From	To	

Further Education:	Dates		Qualifications Gained and Grades:
	From	To	

Professional Qualifications:	Dates		Qualifications Gained and Grades:
	From	To	

**Copies of all Qualifications claimed must be submitted with Application.**

**Membership of Professional Bodies:**

<b>Name:</b>		<b>Date:</b>	
<b>Name:</b>		<b>Date:</b>	
<b>Union Membership :</b>		<b>Date:</b>	

**Employment History:**

Details of present and past employers in order starting with the most recent.

<b>Employer:</b>			
<b>Address:</b>			
<b>Employed as:</b>		<b>Salary / Rate:</b>	
<b>From:</b>		<b>To:</b>	
<b>Reason for Leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Employed as:</b>		<b>Salary / Rate:</b>	
<b>From:</b>		<b>To:</b>	
<b>Reason for Leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Employed as:</b>		<b>Salary / Rate:</b>	
<b>From:</b>		<b>To:</b>	
<b>Reason for Leaving:</b>			

<b>Employer:</b>			
<b>Address:</b>			
<b>Employed as:</b>		<b>Salary / Rate:</b>	
<b>From:</b>		<b>To:</b>	
<b>Reason for Leaving:</b>			

<b>Employer:</b>			
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<b>Address:</b>			
<b>Employed as:</b>		<b>Salary / Rate:</b>	
<b>From:</b>		<b>To:</b>	
<b>Reason for Leaving:</b>			

Please continue on a separate sheet if necessary.

**Supporting Evidence:**

Please detail any additional information you wish in support of your application including your suitability for the position, your main achievements to date and any skills and experience you feel are relevant to this application. Please also demonstrate how you meet the essential and desirable criteria for the position:

Please continue on a separate sheet if necessary.

**References:**

Please list below two references, one of which must be your most recent employer:

<b>Reference 1:</b>	<b>Current Employer:</b>	<b>Reference 2:</b>	<b>Personal Reference:</b>
<b>Name:</b>		<b>Name:</b>	
<b>Company:</b>		<b>Company:</b>	
<b>Position:</b>		<b>Position:</b>	
<b>Tel. No.:</b>		<b>Tel. No.:</b>	
<b>Address:</b>		<b>Address:</b>	

**Declaration:**

I declare that the information given in this application is, to the best of my knowledge, true and complete. I understand that if any information given is found to be false this could result in the rejection or if employed termination of my employment. I agree that Timespan / Helmsdale Heritage and Arts Society may approach my \*current / previous employers for references. I understand that completion of this form does not imply intent or obligation on the part of Timespan / Helmsdale Heritage and Arts Society to provide employment. I also understand that the company may store and process the data on this application for employment purposes within the terms of the Data Protection Act 1998 and I consent to this processing.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_