



CONFIDENTIAL APPLICATION FORM

Please complete this form as clearly as possible and return it to the address shown below.
Do not attach CVs or other papers – use this form only.
(please complete in black ink)

Application for the post of: (please specify)

Please return form to:

A.R.Ts Afternoon
c/o Drill Hall, 36 Dalmeny Street
Edinburgh, EH6 8RG

Or e-mail

a.r.tsafternoon@gmail.com

1. PERSONAL INFORMATION

Last name:

First name(s) (Initials only):

Home address:

Home Telephone No:

Work Telephone No:

May we telephone you at work?

E-mail Address:

2. QUALIFICATION AND TRAINING

Please list below all the qualifications you have or training courses you have attended, which are relevant to this post. Please give dates and grades and state whether the course was full or part time. Please do not record details of any schools attended.

3. WORK EXPERIENCE

Note: Please give details of all posts you have held, **starting** with your current or most recent post.

| From | To | Employer's name & address and nature of business | Job title and description of duties. Please indicate reasons for leaving. | Final salary or grade |
|------|----|--|---|-----------------------|
| | | | | |

4. BACKGROUND & SUITABILITY

Please tell us why you think your background, experience, skills or qualities makes you a good candidate for this post.
(Do not attach separate sheets - use this one only)

| | |
|--|---|
| 5. REFERENCES | |
| Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this job. One of these should be your most recent or current employer. | |
| NAME, ADDRESS & TEL NO | NAME, ADDRESS & TEL NO |
| Can we take up this reference prior to interview? | Can we take up this reference prior to interview? |
| 6. GENERAL INFORMATION | |
| Do you hold a current full driving licence? | |
| 7. SOURCE | 8. IF APPOINTED |
| Where did you find out about this vacancy? | When could you take up duties? |
| 9. DISCLOSURE AND CONVICTION | |
| Please give details of any criminal convictions or cautions you have had which might relate in any way to the post for which you are applying. (Under the terms of the Rehabilitation of Offenders Act 1974, and the Rehabilitation of Offenders Act (Exceptions) Order 1975, and the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended); and the Rehabilitation of Offenders (Northern Ireland) Order 1978 and the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, you do not have to disclose information about certain convictions depending upon their seriousness and how long ago they were.) | |
| 10. DECLARATION | |
| I confirm that the information I have given on this form is correct and complete and that misleading statements may be sufficient grounds for cancelling any agreements made. | |
| SIGNED | DATE |

PLEASE RETURN THE COMPLETED FORM TO -

**A.R.Ts Afternoon
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