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| **APPLICATION FOR APPOINTMENT *–* In Confidence** |  |

**Please consider carefully the advert, person specification and general information for applicants, and any other information before completing the form.**

Where possible please complete this form using Microsoft Word or alternatively please use **BLACK** ink. Completed applications should be emailed to [applications@srwc.gov.scot](mailto:applications@srwc.gov.scot)

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| **Personal details** | | | | | | | | | |
| Post applied for: | | | **ComPLIANCE OFFICER** | | | | | | |
|  | | | | | | | | | |
| Surname: |  | | | |  | | | | |
| Initial(s): |  | | | Preferred contact number: |  |  |  | |  |
| Title: |  | | | E-mail: |  | | | | |
| Country of Birth: |  | | | Present Nationality: |  | | | | |
| Address:  Post Code: | | | | | | | | | |
| Do you require a work permit? | Yes  No | | | Are you eligible to work in the UK? | Yes  No | | | | |
| Have you ever possessed any other nationality or citizenship?  If YES please give full details with dates | | | | | Yes  No | | | | |
| Are you subject to immigration control? | | Yes  No | | Are you free to take up employment in the UK? | Yes  No | | | | |
| **AVAILABILTY FOR INTERVIEW**  Please give details when you will not be available to attend for interview:  **We cannot undertake to avoid any date(s) provided but will try to do so.** | | | | |  |  | |  |  |
| **AVAILABILITY TO TAKE UP POST**  If successful, when could you take up appointment? | | | | | | | |  |  |

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| **Disability (You need not answer these questions unless you wish to do so)** |
| All candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview.  Do you claim a guaranteed interview under the ‘Positive about Disablity’ scheme? **Yes** **No**  **Note:** The Equality Act 2010 protects disabled people. The Act defines a person as disabled if they have a physical or mental impairment which is substantial and long term (i.e. has lasted or is expected to last for at least 12 months) and has an adverse effect on the person’s ability to carry out normal day-to-day activities. Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission’s website as follows: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)  If you have a disability and are invited to sit a test or attend an interview would you like any special arrangements made?  If so, please give details below: |

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| **Educational, Technical and Professional Qualifications**  Starting with most recent, please list qualifications relevant to the Person Specification | | |
| Subject | Type of qualification  e.g. Standard Grade, Higher, SVQ, Degree | Attainment level |
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| **Membership of professional regulatory bodies**  If you are a member of a professional body, please provide details of your membership | | |
| Name of Institute/ Professional Body | Registration number / Level of Membership | Renewal date |
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| **Employment history** | | | |
| Current Employer  (please give name and address) | Start Date/Job Title | Position Held | Current Salary |
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| **Previous employment**  Please give the following details concerning any previous employment (starting with the most recent). Please account for periods where you were not in employment by including other experience, for example voluntary experience, extended travel, and caring experience. Please continue on a separate sheet if necessary. Please add your name to any additional sheets. You will have the opportunity to describe your achievements and duties later in the application. | | | |
| Previous Employers  (please give names and addresses) | From/To | Job Title/Position Held | Reason for Leaving |
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| **Statement in Support of application** |
| Please provide a statement in support of your application with specific focus on how you meet the essential criteria for the role. If you have not evidenced how you meet each of the essential criteria we will be unable to invite you to interview  [Maximum word count 1200] |
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| **Please sign and date this form** | | | | |
| **Declaration** | | | |
| To the best of my knowledge and belief, all information I have given in support of this employment application is true and complete. I confirm that all forms in relation to my application were completed by me\*. I understand that if I have given false or misleading information, the SRWC may end any employment contract it offers. By signing this application I understand I am giving consent for the SRWC to obtain the information as outlined in the information sheet. | | | |
| Signature |  | Date |  |
|  | | | |

It is not possible to investigate the eligibility of every candidate before interview. You should therefore satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please contact us.

The Employment Equality (Age) Regulations 2006, effective from 1 October 2006, protects employees from discrimination and harassment on the grounds of age.

Please return the completed form to the address below by **19 November 2023**

E-Mail: applications@srwc.gov.scot

**We will require you to sign this form if you are successful at reaching the interview stage.**