



Job Application Form

Please complete all sections of the form in black ink only and capital letters.

1 POST DETAILS	
Position applied for:	Reference No:

2 PERSONAL DETAILS		
Surname:	Forename/s:	Title:
Address and Postcode:		National Insurance No:
		E-mail Address:
		Mobile No:
Telephone No. (Home)	Telephone No. (Business)	Do you require a permit to work in the UK?

3 DISABILITY	
Score welcomes applications from people with disabilities. All applicants who consider themselves disabled will be guaranteed an interview if they meet the essential criteria.	
Disabled <input type="checkbox"/> Not Disabled <input type="checkbox"/>	
Please give details, including any special requirements you may have in undertaking the duties of the post and attending an interview.	

4 ADVERTISEMENT SOURCE	
Where did you see this vacancy advertised?	
If newspaper, please state which one?	

5 GENERAL DATA PROTECTION REGULATION 2018	
The information on this form will be used for the purposes of recruitment selection. Your data will be processed in accordance with our privacy notice which is either attached or available at http://www.score-group.com/careers/privacy-notice-applicants.php .	
CONSENT: I hereby confirm that I have read and understood the Privacy Notice in relation to how my personal data will be handled by Score Group Limited.	
Signature:	Date:

6 DECLARATION (please read carefully)	
I understand that:	
<ul style="list-style-type: none">• Appointment to this post is conditional on the information supplied with my application being correct.• Where canvassing or deliberate statement of false information is found to have occurred, and if appointed, you shall be liable to be dismissed without notice.	
Signature:	Date:

7 RECRUITMENT POLICY	
It is company policy to employ the most suitable candidate and provide equal opportunities for the advancement of employees including promotion and training and not to discriminate against any person because of race, colour, national origin, sex, sexual orientation, marital status, disability, age, religion and beliefs.	

8 SECONDARY EDUCATION		
Schools Attended from age 11	Subjects	Results

9 FURTHER AND HIGHER EDUCATION						
List all Colleges, Polytechnics or Universities attended (give details of examinations taken and results awarded or awaiting)						
College / University	Dates		Study Method		Qualifications Obtained & Grade(s)	Date Awarded/ Awaited
	From	To	F/T	P/T		
SQA Candidate Number:						

10 MEMBERSHIP OF PROFESSIONAL INSTITUTES		
Name of Institute	Current Status	Date Awarded

11 PARTICULARS OF FORMAL TRAINING OR APPRENTICESHIPS	
Particulars (continue on separate sheet if necessary)	

12 OTHER INFORMATION	

13 PRESENT EMPLOYMENT	
It is not planned to do so, but would you have any objection to your current employer being contacted prior to interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name and Address of Employer:	Date Commenced Employment:
	Present Salary:
Position Held:	Notice Required:
Current Duties:	

14 PREVIOUS EMPLOYMENT (List in order, with most recent employer first)				
(continue on a separate sheet if necessary)				
Dates		Name and Address of Employer	Position Held and Nature of Duties	Reason for Leaving
From	To			

15	Please give details of any relatives or friends within the organisation

16	Please give details if you have previously worked for the organisation

17	Please give details of hobbies, interests or pastimes etc.

18	REFEREES			
	Name, Address and Occupation of two referees. One of these referees should be your current or most recent employer. <i>*Please tick the box below if you have any objections to a referee being contacted prior to interview</i>			
	1. Name and Address of Referee:		2. Name and Address of Referee:	
	Phone No:		Phone No:	
	Occupation:		Occupation:	
		*		*

19	REHABILITATION OF OFFENDERS ACT 1974
	The post for which you have applied is defined as exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975, as amended. Applicants are therefore not statutorily entitled to withhold information about convictions which for others are "spent" under the provisions of the Act. Declaration of any convictions will not in itself debar you from being considered for the post.
	You are however, informed that failure to bring any conviction to the notice of the company could lead to disciplinary action, including summary dismissal where appropriate.
	If you have ever been convicted of a criminal offence, please give details in a sealed envelope with your name and marked confidential.

20 EXPERIENCE, SKILLS AND TRAINING
<p>State how your experience, skills and training both inside and outside work (position of responsibility etc.) make your application for the post particularly relevant. Continue on a separate sheet if necessary.</p>

21 OTHER
<p>Are you a member / veteran of the armed forces? (please give details)</p>
<p>Are you a spouse / partner / widow(er) of a current / former / deceased member of the armed forces? (please give details)</p>
<p>Score Group are proud to support the Armed Forces Covenant and guarantee interviews to any veteran / member of the armed forces who apply and include a letter of commendation, we will also guarantee an interview for the spouse / partner / widow(er) of a current / former / deceased member of the armed forces when applying for a job that they are suitably qualified to do.</p>

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO:

Human Resources Department
Score Group Limited
Glenugie Engineering Works, Peterhead
AB42 0YX
Tel: 01779 480000 Fax: 01779 481100
E-mail: applications@score-group.com
Website: www.score-group.com

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