

**Application for Appointment**

**Confidential**

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| **Application for the post of** | **Chief Executive Officer** | **Ref No** |  |

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| Given names and preferred title  **1**  **Personal Details** |  | | | | | |
| Address for correspondence  (including postcode) |  | | | | | |
| National Insurance Number |  | | | | | |
| Email address |  | | | | | |
| Telephone numbers | Home |  | Work |  | Mobile |  |

**2**

**Present**

**Employment**

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| Post held |  | | |
| Date appointed |  | Salary and grade |  |
| Other benefits |  | Notice required |  |
| Name and address of employer |  | | |
| Brief details of present main duties/responsibilities of your post | | | |

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| Date  **3**  **Previous**  **Employment**  From To | | Employer's name and address | Post held and main functions | Reason for leaving |
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| Date  **3**  **Previous**  **Employment**  **Continued**  From To | | Employer's name and address | Post held and main functions | Reason for leaving |
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| **4**  **Education**  (eg School, Polytechnic, University, Technical or Art College, Correspondence Course)  Name of Institution | Qualification obtained | Grade |
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| Date  **5**  **Training**  (eg Short courses, vocational and professional updating courses)  From To | | Name of Institution | Title and nature of course |
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| Admission Date  **6**  **Membership of Professional Institutions/**  **Societies** | Name of Institution | Class of Membership |
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**7**

**Driving**

**Requirement**

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| If driving is an essential requirement for the post for which you are applying please complete this section | | |
| Do you hold a current driving licence? *(Please indicate yes or no)* | |  |
| If yes, is your licence endorsed? |  | |

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| **8**  **Additional**  **Information**  Please detail how your experience to date will enable you to perform effectively in this role. |

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| Scottish Bakers wishes to facilitate the appointment of persons with special needs wherever possible. To help us to give full consideration to such applicants please indicate any special mobility or other needs you have which you feel might be relevant to the post for which you are applying.  **9**  **Health** |
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| Have you ever been convicted of a criminal offence? *(Please indicate yes or no)*  **10**  **Rehabilitation of Offenders Act** |  |
| If yes, please give brief details of the offence including the date of conviction. | |
| **GUIDANCE NOTE:** You need not declare 'spent' convictions unless the post you are applying for is one covered by the Exception Orders, 1975 and 1986. A post covered by the Exception Orders will be clearly indicated as such in the further details supplied to you. Where this is the case then all criminal convictions must be declared regardless of when they occurred. | |

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| Name and capacity in which known |  | | |
| Address |  | | |
| Telephone number |  | Email |  |

**11**

**References**

Please give the names and addresses of up to three persons to whom employment reference can be made, indicating the capacity in which known (eg supervisor).

It is expected that one of these will be your current employer (or if unemployed, your last employer).

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| Name and capacity in which known |  | | |
| Address |  | | |
| Telephone number |  | Email |  |

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| --- | --- | --- | --- |
| Name and capacity in which known |  | | |
| Address |  | | |
| Telephone number |  | Email |  |

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| References will be sought if you are shortlisted for interview. If at this stage **you do not want** your current employer contacted, please tick this box  **NOTE: Please do not enclose testimonials** |

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| Please give details of any known dates in the future when you will not be available. Every effort will be made to avoid these dates but this may not always be possible.  **12**  **Interview**  **Date** |

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| Scottish Bakers will use the information you have provided on this application form, together with any other information we may obtain about you, e.g. from your referees, to assess your suitability for employment with us, for administration and management purposes and for statistical analysis.  **13**  **Data Protection**  If your application is unsuccessful, we will keep your information for a reasonable period in accordance with legal requirements and for administration purposes.  If you provide us with any sensitive information about yourself (eg. your health, criminal convictions) you consent to our processing that information for the purposes provided above.  You have the right to ask for a copy of the information which we hold on you and which is subject to the Data Protection Act 1998 (for which we will charge £15) and to correct any inaccuracies in your information. |

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| I declare that the information given in this application and in any additional information I enclose is true, with nothing having been omitted that would affect this application. I have not canvassed either directly or indirectly any member of the Board of Scottish Bakers or employee of Scottish Bakers and will not do so. I consent to the processing of information in accordance with the purposes stated above.  **14**  **Declaration** |

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| Signed |  | Date |

**Thank you for completing this application form**

**Please now complete the sections on the following page which will not be used as part of the short listing process**

**For office use only**

Applicant shortlisted: YES / NO

If no, please state reason(s) below:

**This page will not be used as part of the short listing process**

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| As an equal opportunity employer, Scottish Bakers welcomes applications from all sections of the community. We wish to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, race, ethnicity, creed, sexual orientation or trade union activity. Applications from persons with disabilities are encouraged. Selection criteria and procedures will be kept under review to try to ensure that individuals are appointed, promoted and treated on the basis of their relevant merits and abilities.  **Equality of Opportunity**  **Data Protection**  Information provided in this section will not be available to those who are selecting candidates for interview. Information concerning your nationality, ethnicity, gender and disability will be processed by Scottish Bakers for the purpose of statistical monitoring and for compiling the personnel record of the successful applicant. |

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| **Post Applied for** | | **Chief Executive Officer** | | | **Ref No** | |  | | |
| **Given names and preferred title** | |  | | | | | | | |
| **Address for correspondence**  **(including postcode)** | |  | | | | | | | |
| **Date of birth** | |  | | National Insurance Number | |  | | | |
| **Please state country of legal nationality** | |  | | If other than an EC National, do you require a work permit? *(Please indicate yes or no)* | | | | |  |
| **Please select the category which you feel best describes your ethnic origin** | | **White British**  **White Irish**  **Other White**  **Black/Black British**  **Black/Black British**  **Other Black**  **Caribbean African**  **Asian/Asian British**  **Asian/Asian British**  **Asian/Asian British**  **Indian Pakistani Bangladeshi**  **Chinese**  **Other Asian**  **Mixed – White & Black Caribbean**  **Mixed – White & Black**  **Mixed – White & Asian**  **Other Ethnic background** | | | | | | | |
| **Gender *(Please indicate male or female)*** |  | | Do you consider that you have a disability  *(Please indicate yes or no)* | | | | |  | |
| **If you do consider yourself to have a disability, please give brief details** |  | | | | | | | | |

**Source**

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| --- | --- |
| Please indicate where you saw the advertisement for this vacancy |  |

**When completed, please** [**click here**](https://www.aspenpeople.co.uk/vacancies/vacancy.php?id=515) **to upload your application form.**

**If you have any problems please contact Kelsey Sinclair at our recruitment partners, Aspen People, on 0141 212 7555.**