

APPLICATION FOR EMPLOYMENT

(All sections to be completed in BLOCK CAPITALS)

Position Applied For	
Office Preference	
Discipline/ Department Preference (if applicable)	

1. PERSONAL DETAILS

Surname		Forenames		Title	
Known As					
Previous Names (if applicable)					
Do you hold a current driving licence?					

Home Telephone No.		Mobile	
Home Address		Postcode	
Email address			

Please provide your address history for the last 5 years (most recent first)

Previous Address(es)		Date (from –to)	
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2. EDUCATION & QUALIFICATIONS

Secondary School/ College/ University	Dates (from/to)	Course studied and qualifications achieved

3. PROFESSIONAL QUALIFICATIONS

Please provide details (including dates) of any professional qualifications and/ or membership of any professional bodies (if applicable).

RICS Registration No.		Qualifications	
Registered Valuer		Date Passed APC	

4. EMPLOYMENT HISTORY

Please provide full details of all employment, starting with your current/ most recent employer.

Name of Employer			
Current Job Title		Dates Employed	From: To:
Address (including postcode)			
Notice Period			
Reason for leaving/ wishing to leave			
Brief description of duties, responsibilities and skills used			

Please provide details of your previous employment (most recent first)

Name of Employer		Dates Employed	From: To:
Job Title			
Reason for leaving			

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Job Title			
Reason for leaving			

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Job Title			
Reason for leaving			

5. REFERENCES

Please give the names and addresses of two persons who have agreed to act as referees. One must be your current/ most recent employer.

Name	Email address	Telephone No.	Position	Relationship	Length of Association

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6. OTHER INFORMATION IN SUPPORT OF APPLICATION (including achievements, hobbies etc.)

Please state reasons for applying for this position as well as any other particular skills or experience you consider to be relevant.

7. RIGHT TO WORK

All employees are obliged to provide original documentary evidence of their right to work in the UK, prior to commencing employment.

If you do not originate from the European Community, do you have the right to work in the UK?	
If YES, please provide details	
Are there any restrictions on your right to work in the UK?	
If YES, please provide details	

Our roles are subject to criminal record checks. If you are successful you will be provided with additional details to start the check.

Do you have any pending court offences? (Include motoring endorsements)	
If YES, please provide details	

8. DECLARATION

<p>I confirm that the information given by me is correct to the best of my knowledge. I understand that the firm reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given by me is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and background checks (including Basic Disclosure Scotland, Credit Reference).</p> <p>Signature _____</p> <p>Date _____</p>
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8. IMPORTANT – DATA PROTECTION

Please refer to our [Privacy Notice for Job Applicants](#).