

 **Scottish Trades Union Congress**

**Application Form**

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| **A** | **POST DETAILS** |
| Job Title: | **Committee & Administrative Officer** |
| Location: | Scottish Trades Union Congress, 8 Landressy Street, Bridgeton, G40 1BP |

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| **B** | **PERSONAL DETAILS** |
| Surname: |  | Initial(s): |   |
| Email Address: |   |
| Address and Postcode: |   |
| Home No: |   | Mobile No: |  |
| Business No: |   | National Insurance No: |  |

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| **C** | **NOTICE** |
| What notice do you require to give your current employer?   |

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| **D** | **DECLARATION (Please read prior to signing)** |
| * I agree to a medical check being made if it is required
* I certify that all the information contained within this and the following pages is correct and understand that false information or omission may lead to dismissal without notice.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **E** | **REFEREES** |
| Please provide details of two referees, one of whom should normally be your present or most recent employer.Any offer of employment will be made subject to satisfactory references. |
|  | 1. | 2. |
| Name: |  |  |
| Designation: |  |  |
| Company Name and Address: |  |  |
| Post Code: |  |  |
| Telephone: |  |  |
| Email Address: |  |  |

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| **F** | **ADVERTISEMENT SOURCE** |
| Where did you see this vacancy advertised? |  |

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| **G** | **WORK RESTRICTIONS** |
| Are there any restrictions regarding your employment, e.g. do you require a work permit? |  |
| If YES, please specify below: |

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| **H** | **SECONDARY EDUCATION** |
|  School  | Qualification(s), Modules or Units Gained |
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| **I** | **FURTHER / HIGHER EDUCATION** |
| College / University or Other (Please specify) | Qualification(s), Modules or Units Gained |
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| **J** | **OTHER TRAINING RELEVANT TO THIS APPLICATION** |
| Course Title  | Course Provider | Course Content | Duration |
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| **K** | **MEMBERSHIP OF PROFESSIONAL BODIES** |
| Name of Institution | Membership No. | Class of Membership  |
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| **L** | **CURRENT EMPLOYMENT (Your present or most recent employment)** |
| Name and Address of Employer | Position held and nature of duties | Dates From/To | Contracted Hours | Current Salary |
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| **M** | **PREVIOUS EMPLOYMENT** |
| Name and Address of Employer | Position held and nature of duties | Dates From/To | Reason for leaving |
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| **N** | **HEALTH** |
| Do you consider yourself to be disabled? |  **YES/NO** |
| If YES, please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process |

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| **O** | **EXPERIENCE/SKILLS** |
| This section is for you to give specific information in support of your application.**Please refer to the Job Description and Person Specification** and consider to what extent you have gained the skills and experience necessary for the post. It is important that you provide evidence of your achievements by giving examples to support your application.Your experience need not have been gained in paid employment. Either use the space provided below or set the information out in a maximum of 3 x A4 sheets**.** |
| **P** | **TRADE UNION EXPERIENCE** |
| Please give an outline of trade union membership and all trade union experience below. |