

Employment History

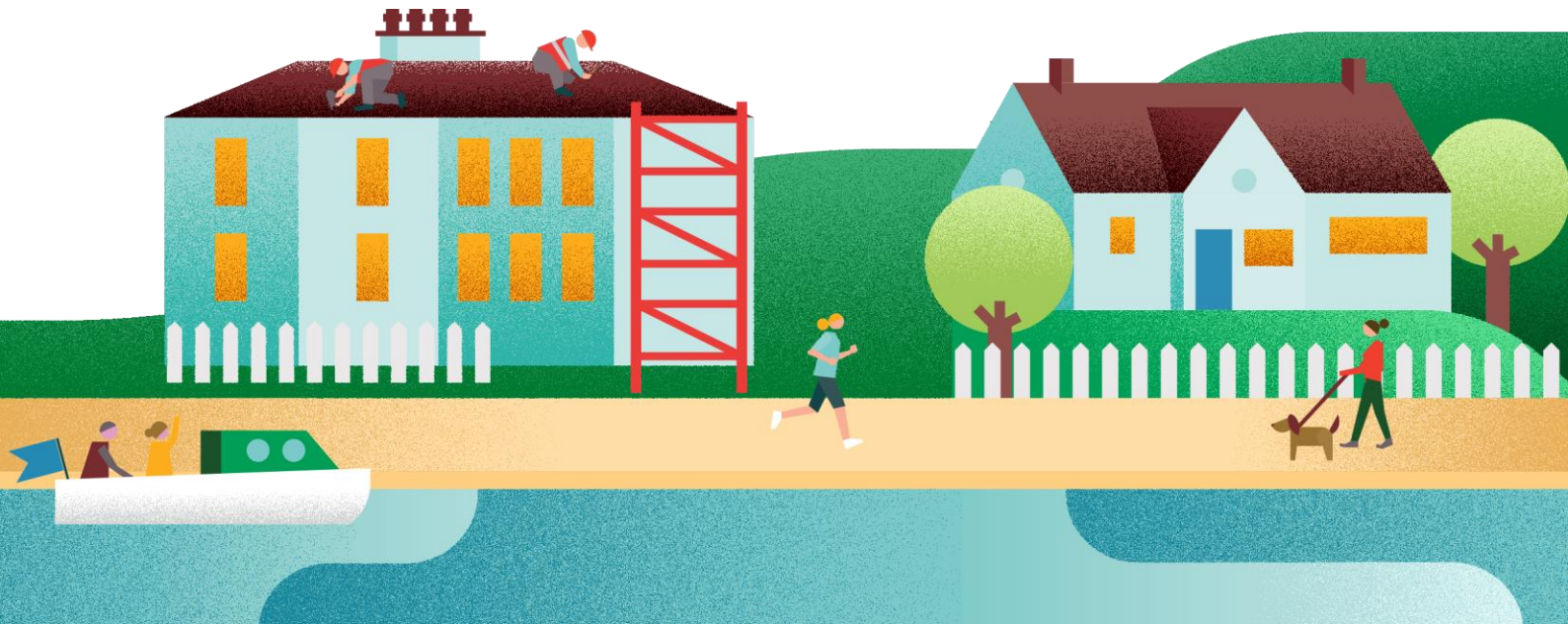
Please cover at least the previous ten years of your employment, if applicable.
Start with your current/most recent job:

From:	To:	Name and address of employer:	Your position/responsibilities:
Nature of business:			
Reason for leaving:			
Current basic salary:			
Other earnings & benefits:			
From:	To:	Name and address of employer:	Your position/responsibilities:
Nature of business:			
Reason for leaving:			
Current basic salary:			
Other earnings & benefits:			
From:	To:	Name and address of employer:	Your position/responsibilities:
Nature of business:			
Reason for leaving:			
Current basic salary:			
Other earnings & benefits:			
From:	To:	Name and address of employer:	Your position/responsibilities:
Nature of business:			
Reason for leaving:			
Current basic salary:			
Other earnings & benefits:			

(Please continue on a separate sheet if necessary)

Personal Statement

Please use this space to tell us why you would like to work for Scottish Canals and why your skills, experience and qualities would make you a suitable candidate for the position.



Equal Opportunities in Employment

Scottish Canals are committed to ensuring that all applicants are treated equally and without discrimination. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, marriage and civil partnership, gender reassignment, pregnancy and maternity, or sexuality; colour, race, nationality, ethnic or national origin; disability; age; and religion or belief.

Please complete this form and return this with your application. Please also advise us if you have any access requirements for interview in the section below, or contact the HR team to discuss. This form will be separated from your application on receipt and will be held in an anonymised form.

All questions are optional and we respect your right not to provide all or some of the information requested, but the more information you supply, the more effective our monitoring will be. All information supplied will be treated in the strictest confidence, will be used for statistical monitoring purposes only and will play no part in the selection process. By completing and returning this form to us, you consent to us processing any sensitive personal data for the purposes outlined above in accordance with the Data Protection Act 1998.

Gender (please tick)

Male	
Female	
Transgender	
Prefer not to say	

Ethnic Origin (please tick)

White			
Scottish		Welsh	
English		Northern Irish	
British		Irish	
Gypsy or Irish Traveller		Prefer not to say	
Any other (please write in)			
Mixed / Multiple			
White and black Caribbean		White and Asian	
White and black African		Prefer not to say	
Any other (please write in)			
Asian / Asian British			
Indian		Bangladeshi	
Pakistani		Chinese	
Prefer not to say			
Any other (please write in)			
Black / African / Caribbean / Black British			
African		Caribbean	
Prefer not to say			
Any other (please write in)			
Other ethnic groups			
Arab		Prefer not to say	
Any other (please write in)			

Age (please tick)

16-24	25-34	35-44	45-54	55-64	65 or over	Prefer not to say

Marital Status

Married	
Single	
Civil Partnership	
Prefer not to say	

Sexual Orientation (please tick)

Bisexual		Gay Man	
Gay Woman/lesbian		Heterosexual	
Other		Prefer not to say	

Religion (please tick)

No religion		Atheist	
Christian		Buddhist	
Muslim		Hindu	
Jewish		Sikh	
Other		Prefer not to say	

Location (please leave blank if you would prefer not to identify this): _____

The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. Long term means that the effect of the impairment has lasted or is likely to last for at least 12 months. It ensures that people with HIV, cancer and multiple sclerosis are deemed to be covered by the EA effectively from the point of diagnosis, rather than from the point when the condition has some adverse effect on their ability to carry out normal day-to-day activities.

Yes / No/ Prefer not to say

Are there any disabilities which may affect your application?

If you answered yes, please describe your disabilities and:

- a) Any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job - please let us know prior to interview.
- b) Any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job.

Description of Disability/Disabilities	Changes to the Recruitment Process	Any reasonable adjustments to the role

As outlined above, the completion of this information is voluntary, but the information it contains helps us to monitor and improve our equal opportunities policies and procedures.

I understand that this information may be stored and processed as part of Scottish Canals monitoring of equal opportunities and I give my consent for my details to be used for this purpose.

Signature: _____

Date: _____

Employment References

References are the names and contact details of people who know you. They allow us to check that you have worked where you have told us you did and get some information on what type of employee you are likely to be. It is much quicker for everyone involved if this can be done by email – so please ensure you have included an email address.

Your first references should always be from a previous employer, preferably your last one. If you've got several previous employers to choose from, pick one that's in a similar sector to us.

If you've only had one or two employers, pick someone who has dealt with you in a professional working environment (e.g.: former clients, ex-colleagues) as a secondary reference.

If this is your first job, you'll need to provide two personal references instead. Try and pick someone who can give an unbiased character reference, such as previous teachers or lecturers who can vouch for your school work and your general attitude. Steer clear of family members and anyone related to you.

Employment References for _____ (name)

Please note that referees will not be approached until a provisional offer of employment is made.

Please note - this should be your current/most recent employer

Name:

Email Address:

Telephone Number:

Please state capacity in which known – if not an employer:

Name:

Email Address:

Telephone Number:

How did you hear about this role?

Scottish Canals Website	<input type="checkbox"/>
Jobcentre Plus	<input type="checkbox"/>
Facebook	<input type="checkbox"/>
S1 Jobs	<input type="checkbox"/>
Indeed	<input type="checkbox"/>
Newspaper Advert	<input type="checkbox"/>
Word of Mouth	<input type="checkbox"/>

Other (please give details)

Please return completed candidate information form by the advertised closing date to recruitment@scottishcanals.co.uk stating in the title the position you wish to apply for.

