



Scottish Book Trust Application Form

If you wish to be considered for one of our vacancies, please complete this application in full and return it by the specified closing date/time to recruitment@scottishbooktrust.com. CVs will not be accepted. Please refer to the **job description** when you complete the personal statement section.

Please be aware that if there is a large volume of applications, Scottish Book Trust may not inform candidates of the outcome of their application. If you have not heard from us within 4 weeks of the closing date, please assume that you have not been successful in your application.

Data Protection Notice: Scottish Book Trust will use this information solely for the intended reason it was gathered. All copies, physical and electronic, will be destroyed six months after the closing date if the applicant is unsuccessful.

IMPORTANT - READ CAREFULLY BEFORE SUBMITTING APPLICATION

I certify that all statements made by me on this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue, my appointment may be reviewed and this could lead to dismissal.

Position Applied for:

1. Personal Details:

First Name:

Surname:

Address:

Tel (Home):

Tel (Mobile):

Postcode:

Email:

2. Employment History:

Name of current/most recent Employer:

Dates employed:

From:

To:

Address:

Present Salary:

Notice Period:

Position held:

Outline of Main Duties and Responsibilities:

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Reason for leaving or considering leaving:

Previous Employment:

Dates of Employment:
From/to:

Employer:
Job Title:

Main Duties / Responsibilities:

Reason for leaving:

Dates of Employment:
From/to:

Employer:
Job Title:

Main Duties / Responsibilities:

Reason for leaving:

Dates of Employment:
From/to:

Employer:
Job Title:

Main Duties / Responsibilities:

Reason for leaving:

Dates of Employment:
From/to:

Employer:
Job Title:

Main Duties / Responsibilities:

Reason for leaving:

3. Education

Further / Higher Education

Institution's Name:

Qualification	Subjects(s)	Grade and year obtained

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Institution's Name:

Qualification	Subjects(s)	Grade and year obtained

Secondary Education

Institution's Name:

Qualification	Subjects(s)	Grade and year obtained

Membership of Professional Bodies

Name of Institution	Description of Membership	Date awarded

Specialised Training (relevant to your application)

Such as further study (private, postgraduate), Continuing Professional Development (CPD) - give any qualifications obtained and date of award

4. Personal Statement:

Use this section to show how your skills and experience **match the criteria indicated in the job description**. You should do this by **providing examples** to evidence how your **skills and experience** meet the job requirements. **(Please limit this section to no more than 2 pages of Arial 11pt font)**

5. Other Information

Please use this section to provide any additional information you feel is relevant to your application e.g. voluntary work, personal achievements, other interests

6. Reference

Please provide us two professional references. One must be your current/most recent employer. We will not contact referees without seeking advance permission from the applicant

Employer's Name:

Referee's Name:

Position:

Address:

Phone Number:

Email:

Relation to Applicant:

Employer's Name:

Referee's Name:

Position:

Address:

Phone Number:

Email:

Relation to Applicant:

7. Additional Information: (Delete as appropriate)

Do you have a full and current Driving Licence? Yes No

Do you require a Work Permit to work in the UK? Yes No

PVG/ Disclosure Scotland membership please tick one of the following boxes:

I have a current PVG Scheme Record/ Disclosure Scotland

I am in the process of applying for PVG/ Disclosure Scotland

I do not hold a PVG/ Disclosure Scotland record

Please note our roles are subject to Disclosure Scotland clearance and you will be required to produce your certificate if you are appointed to the role or apply for such clearance prior to being confirmed in post.

How did you first become aware of this vacancy? Please indicate only one

Word of Mouth: (Please specify)

Scottish Book Trust Website

Other Website (e.g. Creative Scotland) (Please specify)

Scottish Book Trust social media (Please specify)

Other (Please specify)