

# Employment Application



<b>Post Details</b>	
Post you are applying for:	
Location:	Closing Date:
How did you hear about this post?	

<b>Personal Details</b>		
Initials:	Surname:	
Address:		
Postcode:	Email:	
Phone Number:	Home:	Mobile:
National Insurance Number:		

<b>Referees</b> (One must be your present or most recent employer)	
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Email:	Email:
Relationship to Applicant:	Relationship to Applicant:
Please state if you do not wish your referees to be contacted prior to your interview/job offer:	

## Current Employment Details

Employer's Name and Address:

Dates of Employment:

Notice Required:

Current Salary:

Job Title:

Summary of duties and responsibilities: (continue on a separate sheet if necessary)

## Employment History (previous employment details)

Employer's Name and Address	Job Title	Dates of Employment	Summary of Duties

Please continue on a separate sheet if necessary

**Education** (All relevant academic qualifications from School, College, University or other professional bodies)

Where qualification was gained	Qualification/ Subject	Grade	Date Obtained

Please continue on a separate sheet if necessary

**Other relevant accredited certificates or awards**

Award/ Certificate	Awarding Body	Date obtained

Please continue on a separate sheet if necessary

The Company's Values are Trust, Enthusiasm, Flexibility and Value. The following are questions in relation to our values, please answer each question using a maximum of 250 words for each.

### **Trust**

Our customers trust us with their health and wellbeing and we want them to have a great experience every time they visit. Tell us how you would contribute to this?

### **Enthusiasm**

Tell us what makes you enthusiastic about applying for this role?

### **Flexibility**

Please describe an incident where you demonstrated a flexible approach in the workplace or personal / voluntary capacity?

### **Value**

What value to do you think you can bring to Live Active Leisure in terms of your experience and qualifications?

## Supporting Statement

Using 500 words maximum please add anything else about your experience in relation to the post you are applying for that you wish to be in used in support of this application.

## Criminal Record

Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended), you may be required to disclose details of any conviction or spent conviction, Any disclosure will be treated in strict confidence and used only to assist in assessing your stability for appointment for which you are applying for.

- The disclosure of a conviction does not exclude you from consideration as the nature of the offence will be taking into account
- Details of the recruitment of ex-offenders policy is included in the job pack

## Data Protection

The information provided by you will be used only for the purpose stated. In terms of the Data Protection Act 2018, and UK General Data Protection Regulations (UK GDPR), means you are entitled to know what personal information Live Active Leisure hold about you. Application should be made to: Data Protection Officer, Live Active Leisure, Dewars Centre, Glover Street, Perth, PH2 0TH.

## Declaration

The information you give on this Application is used for selection purposes and also forms the basis of any subsequent employment relationship. If you are successful, we keep this application in your personnel file. Otherwise, it will be destroyed when the recruitment process is completed.

I consent to the use of my personal information in the above stated purposes. (Submitting this form by email gives this consent)

I understand that by giving false information, or withholding information that may be relevant, I may be excluded from the recruitment process or dismissed if appointed to the post.

I declare that, to the best of my knowledge, the information in this application form is true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please submit completed form to [recruitment@liveactive.co.uk](mailto:recruitment@liveactive.co.uk) or Human Resources, Live Active Leisure, Dewars Centre, Glover Street, Perth, PH2 0TH.

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