

Reference number (Official use only):



Closing date 5pm on Friday 5 March 2010

Please complete both parts of this form and return by post or email to:
Rick Mattison, Michael Page, 2nd Floor, 80 George Street, Edinburgh, EH2 3BU or
rickmattison@uk.michaelpage.com

SLCC shortlisting will take place on 22 March and interviews on 29, 30, 31 March 2010.

Part 1 – Your Personal Details

This page of the application form will not be made available to the selection panel.

APPOINTMENT: Case Investigations Manager (CM1)/Gateway Team Manager (GW1)* delete as applicable

NAME AND ADDRESS	
Last Name	Title
First Name(s)	
Permanent Address	
Post Code	
Telephone & E-mail Contact Details:	
Home:	Business:
Mobile:	Email:

How did you hear of this vacancy? (please choose)
The National Press (which newspaper?)
Online advertisement (please specify)
SLCC website
Personal contact
Other (please specify)

Do you hold a British or other EU Country passport, national identity card or a full UK birth certificate?	
What is your permanent National Insurance Number?	
Are there any dates you are not available for interview?	

Please note that successful candidates will be required to complete a criminal records check application for submission to Disclosure Scotland and will not be able to take up their post until clearance has been received from Disclosure Scotland.

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CAREER HISTORY

Please give details of all full-time and part-time work. Please state current/most recent employment.

Current employer's name & address and nature of business:	Brief description of duties
Position held:	Why do you wish to leave?
Present salary:	Other benefits (<i>please specify</i>)
Dates of employment - From - To	
Nature of business:	Notice period required:

PREVIOUS EMPLOYMENT

Please give details of ALL previous employment including periods of unemployment.

Employer's name & address:	Brief description of duties:
Position held:	Reasons for leaving?
Salary:	Other benefits (<i>please specify</i>)
Dates of employment - From - To	Nature of business

Employer's name & address:	Brief description of duties:
Position held:	Reasons for leaving?
Salary:	Other benefits (<i>please specify</i>)
Dates of employment - From - To	Nature of business

Employer's name & address:	Brief description of duties:
Position held:	Reasons for leaving?
Salary:	Other benefits (<i>please specify</i>)
Dates of employment - From - To	Nature of business

Please use a continuation sheet if appropriate.

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EDUCATION

Educational qualifications gained at school or other education centre.

Examinations passed (e.g. Ordinary, Standard, Advanced or Higher or equivalent qualifications)	Subject Taken	Grade of Mark, Band or Level attained	Year obtained

University or Further Education (including evening classes)

Dates From To	University or College	Subjects in Final Examination	Full title and Grade of Qualification <i>(please clearly state which class and division)</i>	Date awarded/expected

Details of any other qualifications

Membership of professional organisations

Include date admitted and level of membership.

Experience of computer applications

Give details of any computer applications you are confident in your ability to use. Please specify versions and include titles and dates of any relevant qualifications.

Details of any relevant training (including short courses)

Include titles and dates.

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CONFLICT OF INTEREST

Are you aware of any possible conflict of interest which might arise, either personally, in relation to your employment or in relation to your connections with any individuals or organisations should you be appointed? Conflicts of interest are not normally a barrier to appointment as long as they are appropriately managed and/or resolved and this will be explored at interview.

Yes or No

REFEREES

Please provide details of **two** referees who will be able to comment on your professional capacity. The first **MUST** be your current or most recent line manager. References will normally be sought when a job offer is made. By signing this application you authorise the SLCC to contact your referees should a job offer be made.

Name	Name
Organisation	Organisation
Position held	Position held
Contact address	Contact address
Telephone number	Telephone number
E-mail address	E-mail address
How long has the Referee known you?	How long has the Referee known you?

Canvassing of any SLCC staff either directly or indirectly in connection with this appointment will disqualify your application.

DECLARATION

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.

Under the terms of the Data Protection Act 1998, I agree that the information given in the application and monitoring forms may be processed to provide management information for appointment and equal opportunities monitoring purposes.

Signature		Date	
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Notes:

If you are submitting this form electronically please leave the signature line blank. If you are shortlisted for interview you will be asked to sign the declaration before the interview takes place.

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Part Two – Competence and Suitability for the Post

This part of the application form will be available to the Selection Panel.

In this section we ask why you are suitable for this post so before you complete this section of the application please read the job description and person specification. Your answer will help us to understand more about your specific skills and experience. Aim to produce no more than 750 words.

Drawing on either your working life or personal life, please describe how your skills and knowledge meet the duties in the Job Description and competencies detailed in the Person Specification and why you are suitable for this post.

For example you should state:

- In what capacity you acquired the relevant skills or knowledge;
- The dates during which you acquired the skills or experience;
- The outcomes achieved as a result of your personal contribution in relation to the exercise of these skills or experience.

ADDITIONAL INFORMATION

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ADDITIONAL INFORMATION CONTINUED

[Empty box for additional information]

DECLARATION

I consent to the SLCC recording and processing the information detailed in this application form. My consent is conditional upon the SLCC or its recruitment advisers complying with its obligations under the Data Protection Act 1998. I also confirm that the information contained in this application form is correct. I understand that if any details I have given are found to be false, or that I have withheld relevant information, my application may be disqualified or, if already in employment, my appointment terminated.

Signature		Date	
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Notes: If you are submitting this form electronically please leave the signature line blank. If you are shortlisted for interview you will be asked to sign the declaration before the interview takes place.