



Application Form

26 Seafield Road East
Edinburgh
EH15 1EH

Tel: 0131 669 5331
Fax: 0131 657 5601
www.edch.org.uk

Vacancy: Education Officer

Closing date: 4 February 2022

Section 1 Personal details

Title:		Last Name:	
First Names:			
Address:			
Postcode:			
Home Telephone Number:			
Mobile Telephone Number:			
E-mail address:			
Are you eligible to work in the UK?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Do you hold a full UK driving license and have access to a car?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Section 2 Education and training

Date	Name of school / provider	Examinations / training undertaken, and Qualifications gained

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Section 3 Employment Record

Please list chronologically, starting with current or last employer

Name and Address of Employer	Date From	Date To	Job Title/Job Function/ Responsibilities	Salary and Reason for Leaving

Section 4 Personal Statement

Please tell us, in under 500 words, why you are interested in this position and what knowledge, skills and attributes you would bring to the job

Section 5 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are. (NB. References will only be taken if you commence employment with us)

Reference 1		Reference 2	
Name:	<input type="text"/>	Name:	<input type="text"/>
Their Position (job title):	<input type="text"/>	Their Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>	Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>	Organisation:	<input type="text"/>
Dates Employed:	From: <input type="text"/> To: <input type="text"/>	Dates Employed:	From: <input type="text"/> To: <input type="text"/>
Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Address:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Telephone N ^o :	<input type="text"/>	Telephone N ^o :	<input type="text"/>
E-mail:	<input type="text"/>	E-mail:	<input type="text"/>

Section 6 Declaration

I confirm that the information provided in this application form is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false or misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and forming the basis of any subsequent personnel file.

Signed:	<input type="text"/>	Date:	<input type="text"/>
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DATA PROTECTION:

The information collected in this form and during the recruitment process is necessary and relevant to the performance of the role applied for. We will use the personal information provided by you to assess your suitability for this role.

We will treat all personal information confidentially, and in line with current data protection legislation. The lawful basis on which we rely to process your personal data is our legitimate interest to decide whether to appoint you to the role applied for as it would be beneficial to our business.

For more information on how we use the information you have provided, please see our Candidate Privacy Notice <https://edch.org.uk/wp-content/uploads/2019/05/Recruitment-Privacy-Notice-.pdf>. By submitting this application form I confirm that I have read and understood the Edinburgh Dog and Cat Home Privacy Notice relating to how my personal information will be processed and shared.

Section 7 Retaining details - consent

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role applied for. After this period, we will securely destroy your personal information in accordance applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.