#### Office Use:

Vacancy No: Applicant No: Post ID No:

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| Orkney Islands Council  **Application For the Post of Executive Director** | | | Image result for orkney islands council logo | |
| Please refer to guidance notes before completing this form.  Please type your answers in the grey boxes shown. | | |
| **Post Title:** | | | | |
| **Post Location:** |  | **Reference Number:** | |  |

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| 1. **Personal Details** | (please see guidance notes) | |
| **Surname:** | | **Initial(s):** |
| **Address:** | | **Daytime telephone number:** |
| **Email address:** | | |
| **Are you a Member of a Registration Body, eg GTCS, SSSC? Please provide details below together with your Certificate Membership Number(s):** | | |
| **Please specify where you first heard about this vacancy.** | | |

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| 1. **Qualifications** | (please see guidance notes) |

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| **Qualification Type** | **Subject and Result** |
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| 1. **Courses** | (please see guidance notes) |

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| **Course Name** | **Result** | **Dates** |
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| 1. **Employment** | | (please see guidance notes) | | | | | | |
| **Current or most recent employment** | | | | | | | | |
| **Job Title** | **Name and address  of Employer** | | | **Dates**  **From To** | | **Notice required** | **Salary** | **Reason for leaving** (if applicable) |
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| **Please summarise the main duties of your current or most recent post.** | | | | | | | | |
| 1. **Previous Employment** | | | Please continue on a separate sheet if necessary. | | | | | |
| **Previous employment** | | | | | | | | |

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| **Organisation**: | **Job Title**: |
| **Employment Dates**: | **Reason for Leaving**: |
| **Main Duties**: | |
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| **Organisation**: | **Job Title**: |
| **Employment Dates**: | **Reason for Leaving**: |
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| **Organisation**: | **Job Title**: |
| **Employment Dates**: | **Reason for Leaving**: |
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| **Organisation**: | **Job Title**: |
| **Employment Dates**: | **Reason for Leaving**: |
| **Main Duties**: | |

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| 1. **References** | (please see guidance notes) | |
| **Present/Most recent employer** | | **Second Referee** |
| **Name:** | | **Name:** |
| **Job Title:** | | **Job Title:** |
| **Address:** | | **Address:** |
| **Email address:** | | **Email address:** |
| **Daytime Telephone Number:** | | **Daytime Telephone Number:** |
| **In what capacity does this person know you?** | | **In what capacity does this person know you?**  **Previous line manager** |
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| 1. **Statement in Support of Application** | (please see guidance notes) |
| Please give your reasons for applying for this post, indicating how you meet the criteria and competencies for the role | |

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| 1. **Criminal Convictions** | (please see guidance notes) |
| **Do you have any unspent criminal convictions or impending charges against you?**  **Yes**  **No** | |
| If Yes, please give details. | |

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| 1. **Eligibility to work in the UK** | **(please see guidance notes)** |
| **Are you eligible to work in the UK?**  **Yes**  **No** | **Payroll number:**  (if employed by Orkney Islands Council) |

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| 1. **Relationship to Council Staff/Elected   Member** | (please see guidance notes) |
| **Name:** | **Relationship:** |

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| 1. **Disability** | (please see guidance notes) |
| **Orkney Islands Council encourages applications from people with disabilities who satisfy the essential recruitment criteria for appointment and will apply the provisions of the Equality Act 2010? Do you consider yourself to have a disability?**  **Yes**  **No** | |
| If you require assistance at any stage of the process please provide details below: | |

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| 1. **Declaration** | (please see guidance notes) |
| **I declare that the information given on this form is true and accurate. I understand that if it is discovered that any statement is false or misleading, my employment may be terminated without notice.** | |
| **Signed:** | **Date:** |
|  |  |

**Please return this form by email to: https://www.aspenpeople.co.uk/vacancies/vacancy.php?id=757**