



Comhairle nan Eilean Siar

Application for Employment

CONFIDENTIAL

Please read the enclosed notes on how to complete your application form before proceeding. All sections of this form must be completed. Please **type** or **print** using **black ink**.

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Post Information

Post Title:	Department:
Closing Date:	Ref. No.

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Personal Details

Surname:	Initial(s):
Address:	National Ins. No:
		Telephone Nos:	
		Home:
Postcode:	Business:

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References

References may be taken up for all shortlisted candidates: if you object to this prior to interview please

Please name 2 referees, at least one of whom should have direct knowledge of your work experience and abilities.

Name:	Name:
Address:	Address:
Postcode:	Postcode:
Occupation:	Occupation:
Tel. No:	Tel. No:

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Employment Record

Present or Most Recent Employment

Name and Address of Employer:	Post:
.....	Length of Service:
.....	Salary:
.....	Notice Required:
.....		

Please give a brief description of your duties and your reason(s) for leaving or wishing to leave:

Previous Employment

Please list in chronological order (most recent first) your previous employment.

From	To	Post Held	Name & Address of Employer	Reason for Leaving

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Multiple Employment with the Comhairle

Please detail other jobs currently held with the Comhairle and the number of hours worked if you intend to continue with employment in this job(s). The number of hours worked for the Comhairle should not exceed 37 per week. This information is necessary for Tax and National Insurance records to be co-ordinated.

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Education and Training Record

Secondary Education			
From	To	Schools Attended	Certificates Obtained

Further/Higher Education			
From	To	University/College Attended	Certificates Obtained

Membership of Professional Body		
Organisation	Grade of Membership	Date of Entry

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Teaching Posts Only

G.T.C. Registration Number:



General Information

Relationship

If you are related to a Councillor or Senior Officer of the Comhairle, you are required to indicate. This will not affect your employment opportunity.

Councillor/Senior Officer

Relationship

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Criminal Convictions

Please see Guidance Notes on Application Form – Section 5

Have you a current criminal conviction or caution i.e. one that is not spent?

Yes

No

Driving Details

Do you hold a current full driving licence?

Yes

No

Gaelic

The Comhairle has a Bilingual Policy, the aim of which is to take a lead in developing bilingualism in the Western Isles.

Can you speak Gaelic?

Yes

No

Can you read Gaelic?

Yes

No

Can you write Gaelic?

Yes

No

If the answers to any of the above are no, would you be willing to learn?

Yes

No

Disability

The Comhairle guarantees to interview anyone with a disability who meets the minimum essential requirements for the vacant post

Do you have a disability problem which affects you in employment?

Yes

No

Have you any special requirements for interview?

If Yes, please give brief details

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Experience

Please give any additional information which you think will support your application, explaining why you would be a good applicant for the post, including experience you have gained, skills and personal qualities you have to offer. Relate your comments to the job description and person specification. Please use the space provided here and overleaf and then sign the declaration. If you require more space, do not use more than two sides of an A4 sheet.

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Declaration

I understand that canvassing of Councillors/Senior Officers of the Comhairle and Parent Council Members in connection with this appointment will disqualify me.

I declare that the information given on this application form is to the best of my knowledge true and complete. I understand that the Comhairle reserves the right to verify claims made in this application.

Signed: _____

Date: _____

Please return this form to - Human Resources Section, Chief Executive's Department, Comhairle nan Eilean Siar
Sandwick Road, Stornoway
Isle of Lewis, HS1 2BW