



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:	Email:
	Tel No:
	Home
	Mobile
Postcode:	Work

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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 be your current or most recent employer. References from friends or relatives will not be accepted. As a prospective employer the Comhairle may contact any former employer in addition to the referees named.

Name:	Name:
Address:	Address:

Postcode:	Postcode:
Occupation:	Occupation:
Tel. No:	Tel. No:
Email:	Email:

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Employment Record

Current or Most Recent Employment

Name and Address of Employer:	Job Title:
.....	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 any other posts currently held with the Comhairle and the number of hours worked if you intend to continue with employment in this post(s). The number of hours worked for the Comhairle should not exceed 37 per week. This information is required to co-ordinate Tax and National Insurance records.

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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:

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

Criminal Convictions

Please see Guidance Notes on Application Form – Section 5

Have you a current criminal conviction i.e. one that is not spent? For posts involving regulated work with children or protected adults you will be required to complete a criminal record check through being a member of the Protecting Vulnerable Groups (PVG) scheme. Certain serious spent convictions will always be disclosed on the PVG record.

Yes

No

Driving Details

Do you hold a current full driving licence?

Yes

No

Gaelic

Comhairle nan Eilean Siar operates a Gaelic Policy, the aim of which is that the Western Isles should be a fundamentally bilingual community in which Gaelic and English have equal validity as the languages of communication.

Can you speak Gaelic? Yes No

Can you read Gaelic? Yes No

Can you write Gaelic? Yes No

If you answered no to any of the above, 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

Do you have any special requirements for interview?

Yes

No

If yes, please give brief details:

Grievances / Disciplinary

Do you have any 'live' formal disciplinary warnings or grievance issues with your current employer?

Yes

No

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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.

[Large empty box for providing experience details]

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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.

The Comhairle needs to use the personal data in this application form to process your application. You have a contractual obligation to provide your personal data, as the Comhairle cannot process your application without it. The Comhairle will hold your data securely and will only share it with other organisations to the extent that it is necessary for the Comhairle to process your application. Your data will be kept for the duration of the application process and for any further period for which the Comhairle is required by law or by its policies to keep it. You have the right to request access to the data which the Comhairle holds; to request rectification, erasure or restriction of it; and to object to the Comhairle's processing of it. You also have the right to lodge a complaint with the Information Commissioner's Office if you feel that the Comhairle has not handled your data properly. The Comhairle's Data Protection Officer is Tim Langley (dataprotection@cne-siar.gov.uk), to whom any queries about the Comhairle's use of your personal data should be addressed. Please go to <https://www.cne-siar.gov.uk/your-council/data-protection/> for more information on your rights and how the Comhairle uses your personal data.

I declare that the information given on this application form is to the best of my knowledge true and complete and I understand that failure to disclose important information may lead to dismissal at a later date. I understand that the Comhairle reserves the right to verify claims made in this application.

Signed: Date: