

# CONFIDENTIAL

## APPLICATION FOR EMPLOYMENT



Please note that all sections of this form must be fully completed.

CV's may only be submitted as supplementary information.

<b>JOB TITLE:</b>	<b>CLOSING DATE:</b>
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**Surname:** .....

**Forenames:**.....

**Home Address:** .....

**Telephone Number:** .....

.....

**Daytime Number:** .....

.....

**May we contact you at work?** Yes      No

.....

**E-mail address:** .....

<b>National Insurance Number :</b>
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### Disability

Orkney Ferries Ltd encourages applications from disabled people who satisfy the recruitment criteria for appointment and will apply the provisions of the Disability Discrimination Act 1995.

Do you consider yourself to have a disability: Yes/No

If you require assistance at any stage of the process please contact the Company or provide details below.

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### EDUCATION AND QUALIFICATIONS

Awarding Body or Place of Study	Dates	Full-time/ Part-time	Certificates Gained or Standards Reached and Membership level of any Professional Body

## DETAILS OF PRESENT/MOST RECENT EMPLOYMENT

<b>Employer's Name and Business:</b>	
<b>Address:</b>	
<b>Job Title:</b>	
<b>Current Salary:</b>	
<b>Date Appointed:</b>	<b>Notice Period:</b>
<b>Main Duties:</b>	

**EMPLOYMENT** – please begin with the most recent and continue on a separate sheet if necessary

Employer's Name & Address	Job Title and Brief Description of Duties	Reason for Leaving	Date from	Date To

## **SUPPORTING STATEMENT**

Please give your reasons for applying for this job and state how and why your experience would support your application. Continue on a separate sheet if necessary.

## REFERENCES:

Please give details of two people whom we could approach for references with your permission.  
Note, one should be your current or most recent employer.

Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
.....	.....
Position: .....	Position: .....
Telephone: .....	Telephone: .....
E-mail: .....	E-mail: .....

I give permission to approach the referees I have given                      Yes          No

Do you have any current criminal convictions?                      Yes          No

Do you have any relatives working for the Company? If yes please give name, relationship and post held.

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Do you have a current full driving licence?                      Yes          No

Are you an EEA (European Economic Area) applicant (i.e. are eligible to work in the UK)?      Yes          No

**If yes:** If selected for interview you will be required to produce identification (original) to show that you are permitted to work in the UK. The Immigration Asylum and Nationality Act 2006 details the different types of documentation which are deemed suitable and guidance is available at <http://www.ukba.homeoffice.gov.uk>

**If no:** In line with the new Points Based System for employing overseas workers, we advise that you undertake a self assessment prior to submitting your application form. Should you decide to submit an application for employment, you will be considered for a Certificate of Sponsorship. Please note however that a Certificate of Sponsorship does not guarantee that you will succeed in gaining permission to enter or remain in the UK.

### **Canvassing directly or indirectly of Directors or Senior Officers will disqualify an applicant.**

I declare that the information I have provided on this application form is full, accurate and complete and I understand that if I provide false information, or fail to provide full, complete and accurate information, this may lead to the decision that my application cannot be considered any further, the withdrawal of any offer of employment, or to my dismissal, if I have been appointed to Orkney Ferries Ltd at any time.

Signature .....                      Date .....

**Please note that all information given in this form will be treated in the strictest confidence and will be processed and stored as part of the Company's recruitment procedures.**

Please return completed form to:                      **recruitment@orkneyferries.co.uk or via the Careers page on the website**

**or post to:**                      **c/o Recruitment  
Orkney Ferries Ltd  
Shore Street  
Kirkwall  
Orkney  
KW15 1LG**