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.

Orkney Ferries

JOB TITLE: FER2600 - Casual Recruitment	**CLOSING DATE:**

Surname: …….. **Forenames:**……

Home Address: …… **Telephone Number:**……..…

…… **Daytime Number:** ……

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

…… **E-mail address**:… ……..

National Insurance Number :

Disability

Orkney Ferries Ltd 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 contact the Company or provide details below.

……..

EDUCATION AND QUALIFICATIONS – *Please continue on a supporting sheet if necessary*

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 – *Please continue on a supporting sheet if necessary*

Employer's Name and Business:	
Address:	
Job Title:	
Current Salary:	
Date Appointed:	**Notice Period:**
Main Duties:	

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

Employers Name and Address	Job Title and Brief Description of Duties	Reason for Leaving	Date From	Date To

SUPPORTING STATEMENT

Please briefly let us know why you're interested in casual work with Orkney Ferries below:

REFERENCES:

Please give details of two people whom we could approach for references with your permission. Note that one should be your current or most recent employer. It will be made clear in the reference request that the position is casual.

Name:……..	Name:……..
Address:……..	Address:……..
……..	……..
……..	……..
……..	……..
Position:…….....	Position:…….....
Telephone:……..	Telephone:……..
Email:…….....	Email:…….....

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

Do you have any current criminal convictions? Yes ☐ No ☐

If yes, please detail below:

……

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

……..

Do you have a current full driving licence? Yes ☐ No ☐

Are you eligible to work in the UK without sponsorship from Orkney Ferries? Yes ☐ No ☐

Guidance on how to evidence your right to work in the UK is available here:
https://www.gov.uk/prove-right-to-work

Where did you hear about this post?