



University of the  
Highlands and Islands  
Moray College

# Job Application

Please complete this application in full in **BLACK** ink. Please note that Curriculum Vitae (CVs) will not be considered.  
All appointments are subject to appropriate PVG Membership/Disclosure Scotland check.

Application for the post of .....

**OFFICE USE ONLY**

Ref. No..... How did you find out about this vacancy?.....

Applicant  
Number

## PART A PERSONAL DETAILS

Title  Ms  Miss  Mrs  Mr  Dr  Other.....

Surname..... Forename(s) .....

Home Address..... Date of Birth 

D	D	M	M	Y	Y

..... Home Tel. No.....

..... Day Tel. No.....

..... Postcode..... Mobile Tel. No.....

Email Address.....

**Moray College UHI is committed to equality and diversity and seeks to ensure that no candidate is disadvantaged by conditions or requirements which cannot be shown to be objectively justified.**

**The information provided in Parts A to C will be used for statistical purposes and will be removed in advance of the selection process.**

## PART B EQUALITY AND DIVERSITY

### Guaranteed Job Interview Scheme for Applicants with Disabilities

If you have a disability (as per the definition in the Equality Act 2010), and meet the essential criteria specified on the Person Specification we will guarantee you an interview where you will be considered for the position solely on merit.



Do you have a disability?  Yes  No  Information declined

If **YES**, which best describes your disability:

- Unseen Disability (eg. diabetes)  Learning Difficulty (eg. dyslexia)  Mental Health Difficulties  
 Blind/Partially Sighted  Wheelchair/Mobility  Deaf/Hearing Impaired  
 Multiple disabilities  Information Declined

In the event of an emergency evacuation, would you require assistance to leave the building safely?

- Yes (you will be contacted by the H&S Officer to establish the assistance you require.)  
 No

If invited for interview, would you require any special facilities as a result of any disability or any other reason? If **YES**, please specify requirements:

.....  
 .....

**PART B**      **EQUALITY AND DIVERSITY (continued)**

**Sexual Orientation**

- Bisexual                       Gay                       Heterosexual                       Lesbian  
 Other                       Information declined

**Ethnic Origin**

- White Scottish                       White English                       White Welsh                       White Irish  
 Bangladeshi                       Indian                       Pakistani                       Chinese  
 African                       Caribbean                       Mixed.....  
 Other White Background                       Other Asian Background                       Other Black Background                       Any Other Background  
 .....                      .....                      .....                      .....

**Religion**

- Christian                       Buddhist                       Hindu                       Sikh  
 Jewish                       Muslim                       Agnostic                       Atheist  
 Information declined                       Other (please state).....

**Marital Status**

- Single                       Married                       Civil Partnership                       Information declined  
 Other (please state) .....

**Gender**

- Male                       Female

**Age**

- 16 - 24                       25 - 44                       45 - 64                       65 and over

**PART C**      **DECLARATION OF CRIMINAL CONVICTIONS**

**The post for which you have applied is defined as exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013. You are therefore required to declare any convictions that have been imposed on you, whether or not they would, in terms of the Act, be classed as spent.**

Declaration of any convictions will not in itself disbar you from being considered for the post.

Non-declaration of convictions, which subsequently become known to the college may lead to initiation of Procedures which could result in your dismissal from the service of Moray College UHI.

1. I declare that I **have** pending, current or spent convictions.   
 2. I declare that I **am currently or have been** under investigation in relation to inappropriate conduct with Children and/or Vulnerable adults.   
 3. I have **nothing** to declare.

**If you have ticked 1 or 2 opposite then all details should be attached to your application in a sealed envelope.**

**Signature**.....

**Date** .....

**PART D EMPLOYMENT DETAILS**

**Present or most recent employment**

Name and address of employer:

Position Held	Date of Commencement	Date Left	Reason for Leaving	Salary

Full description of duties, achievements and any notice required

*(continue on a separate sheet if required)*

**Previous Employment (in chronological order with most recent employment first)**

Dates		Name of employer, nature of business, job title, brief details of your responsibilities, achievements and remuneration.	Reason for leaving
From	To		

*(continue on a separate sheet if required)*

**PART E EDUCATIONAL DETAILS**

If the position you are applying for has a requirement for a qualification then you should ensure it is listed below. At the interview stage you will be required to present your original certificate. If you believe that you have an equivalent qualification then you should ensure you can evidence this or give as much detail as possible as to why it is an equivalent qualification.

**Secondary Education**

Dates		Certificate(s) Gained and Grades
From	To	

**Further and Higher Education**

Name of Establishment <i>(full or part time and dates)</i>	Qualification(s) Gained <i>(grade, class or division)</i>	Courses Studied <i>(inc. any project dissertation or thesis work undertaken)</i>

**Membership of Professional or Technical Associations (showing membership awarded)**

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**Relevant Training Courses**

Date Attended	Duration	Provider	Course Title and Details

**Current Studies**

Please detail any studies you are currently undertaking including expected completion date.

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**PART F****PERSONAL STATEMENT****Relevant abilities, skills, knowledge and experience**

Do you have a Full Driving Licence

 Yes No

Please provide any other relevant information on how you meet the shortlisting criteria as set out in the Person Specification, drawing on all aspects of your education and experience.

*(continue on a separate sheet if required)*

**PART G REFEREES**

Please give the names and addresses of 2 referees, one of whom should be your present or most recent employer (not more than 2 years ago). Personal referees should only be given if there is no previous employer or educational establishment to which references can be made. It is good practice to advise your referees that they could be contacted to help the recruitment process flow as smoothly as possible. References not returned within a reasonable time frame could have a detrimental effect on your ability to begin employment.

Name:	Name:
Position:	Position:
Email:	Email:
How this person is known to you:	How this person is known to you:
Address:	Address:
Tel:	Tel:

**Referees will only be contacted once you have accepted any offer of employment.**

**PART H DECLARATION**

I have not canvassed and will not canvass, either directly or indirectly, in connection with the above appointment and I am aware that canvassing will lead to a disqualification.

I am not related to an employee or a member of the Board of Management of Moray College

I am related to an employee or a member of the Board of Management of Moray College

Name of individual concerned .....

Nature of relationship:.....

I certify that, to the best of my knowledge, the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice. I give explicit consent that the information provided by me on this form may be processed in accordance with Moray College's registration under the Data Protection Act and authorise the disclosure of personal data where references are taken up.

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

Number of continuation sheets attached (if any)

Declarations from Part C attached (if relevant)  Yes  Not applicable

**When completed, please return this form to:**

**HR Section, Moray College UHI, Moray Street, ELGIN, Moray. IV30 1JJ**

or email to [mc.jobline.moray@uhi.ac.uk](mailto:mc.jobline.moray@uhi.ac.uk)