



## **Application for Employment**

|   |               |
|---|---------------|
| <b>Position Applied for</b>                   | Administrator |
| <b>Where did you hear about the position?</b> |               |

| <b>Personal Details</b>  |  |
|--------------------------|--|
| First Name               |  |
| Surname                  |  |
| Address                  |  |
| Postcode                 |  |
| E-mail                   |  |
| Contact telephone number |  |

| <b>Work Permits</b>  |
|--|
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   |

| <b>Rehabilitation of Offenders Act</b>   |
|--|
| Do you have any unspent criminal convictions? (declaration subject to the Rehabilitation of Offenders Act 1974)        |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974). |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   |

**Employment History**

Details of your present or most recent employer

|                                   |  |
|-----------------------------------|--|
| Name of Employer                  |  |
| Address and postcode              |  |
| Job Title                         |  |
| Pay                               |  |
| Dates of Employment               |  |
| Reason for leaving, if applicable |  |
| Key Responsibilities              |  |
| Notice Period                     |  |

### Previous Employment History

Please tell us about other jobs you have done and about the skills you used or learned in those jobs relevant to this post. Please continue on to the next page, if required

| Name and address of Employer | Job Title | Dates | Responsibilities and Skills Used |
|------------------------------|-----------|-------|----------------------------------|
|                              |           |       |                                  |

**Supporting Statement**

Please tell us why you are interested in this job and give details of any relevant experience/knowledge/skills you have gained which may be useful to this post. Please include any experience you have which has involved working with people with poor mental health, others with special needs and working with volunteers. Please continue on to the next page, if required.

### Education and Training – Please give details

| Qualification | Institute | Dates |
|---------------|-----------|-------|
|               |           |       |

### References

Please give the names and addresses of two people who may be contacted for a reference, one of whom should be your present or most recent employer.

|   | Referee 1  | Referee 2  |
|---|--|--|
| Name of Referee                                     |  |  |
| Position  |  |  |
| Organisation  |  |  |
| Address   |  |  |
| Contact Telephone Number                            |  |  |
| E-mail Address                                      |  |  |
| Can these persons be approached PRIOR to INTERVIEW? | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |



### Data Protection Statement

The information provided by you on this form and any supplementary forms will be used to assist with the process of recruiting in accordance with the Befrienders Highland Recruitment & Selection Policy.

If you are successful in your application, the information will be used for HR records and payroll purposes. By signing the declaration below, it is understood that you consent to the use of your personal information for the above purposes.

### Declaration

All employment is subject to the receipt of satisfactory references and this post requires an acceptable basic disclosure from Disclosure Scotland.

I declare that the information I have provided on this form is accurate and truthful, and I accept that providing deliberately false information could result in my dismissal.

Signature .....

Date .....

Closing Date for receipt of applications:  
**Friday, 10<sup>th</sup> October 2025 at 5 PM.**

Your completed application form and equal opportunities monitoring form should be emailed to:

[admin@befriendershighland.org.uk](mailto:admin@befriendershighland.org.uk)

**Interviews are to be held in Inverness on Wednesday, 20<sup>th</sup> October.**

If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application, or with our recruitment process.