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| --- | --- | --- | --- | --- | --- |
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| Application for the post of Head of Digital.  Completed applications, preferably in PDF format, should be sent to[barry@sprengthomson.com](mailto:barry@sprengthomson.com)  The closing date and time for applications is Friday 16th April at 5pm. | | | | | |
|  | | | | | |
| (Please complete this section in BLOCK CAPITALS). | | | | | |
| Surname: |  | First Name(s): |  | | |
| Address: |  | | | | |
|  | | | | Postcode: |  |

|  |  |
| --- | --- |
| Contact Tel. No: |  |
| E-mail: |  |

|  |  |
| --- | --- |
| **Knowledge and experience**  Please provide details of your knowledge, experience and interests to demonstrate how you meet the criteria highlighted in the advertisement and job profile along with any further relevant information not covered elsewhere on this form. Please note max 500 words. | |
|  | |
|  |  |

**Present or last employer**

Are you currently employed? Y/N

|  |  |
| --- | --- |
| Name of present or last employer: |  |
| Address: |  |
|  |  |
| Telephone No: |  |
| Web address: |  |
| Nature of business: |  |
| Job title and a brief description of your duties: | |
|  | |

|  |  |  |
| --- | --- | --- |
| Length of Service: | From: | To: |

|  |  |
| --- | --- |
| How much notice are you required to give to your current employer? |  |
| Reason for seeking other employment. | |

**Employment history summary**

Please give details of your past employment, excluding your present or last employer, starting with the most recent first. If you have a lengthy work history please list the most recent and/or most relevant.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Dates | Position held/main duties | Reason for leaving |
|  |  |  |  |

**Qualifications and training**

|  |  |  |  |
| --- | --- | --- | --- |
| Further education | From | To | Examinations and Results |
|  |  |  |  |
| Secondary education | From | To | Courses and Results (if so long ago that you’re struggling to remember - don’t worry) |
|  |  |  |  |
| Formal training/courses | From | To | Results |
|  |  |  |  |
| Please give details of membership of any technical or professional associations | | | |
|  | | | |

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| --- |
| Are you involved in any activity, which might limit your availability to work e.g., local government? Y/N  If yes, please give full details. |
| If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview (this enables us to comply with our obligations under the Equality Act 2010). |
| Do you have the right to take up employment in the UK?  If no, please give full details. |
| Do you hold a full driving licence?  If yes, do you have any current endorsements and what are they for? |
| **Rehabilitation of Offenders Act 1974**  Have you any convictions that are not spent under Rehabilitation of Offenders Act?  If Yes, please provide further details: (spent convictions do not have to be declared).  Guidance about whether a conviction or caution should be disclosed can be found on  <https://www.citizensadvice.org.uk/scotland/work/do-i-have-to-declare-my-criminal-record-s/> |
| Dates you are **not** available for interview. |
| When would be the earliest that you could start? |

**Declaration**

I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

The Company will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which has been made available for you to download from our website as part of this recruitment campaign. The Company will only process your personal data where it has a lawful basis for such processing.

I understand that the information is also required in order to establish whether any reasonable adjustments may need to be made to assist me in performing my duties, in accordance with the Equality Act 2010.

|  |  |
| --- | --- |
| Signature: | Date: |

**References**

Please give the names and full contact details of two people (one of whom should be your present or most recent employer) whom we may approach for a reference.

Can we approach your current employer before an offer of employment is made? Yes

|  |  |
| --- | --- |
| Name: | Name: |
| Position: | Position: |
| Company: | Company: |
| Address: | Address: |
|  |  |
| Post code: | Post code: |
| Email: | Email: |
| Tel. No: | Tel. No: |

**Source of application**

Please tell us how you heard about this opportunity.

|  |
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|  |

**Thank you.**