**Logo, company name

Description automatically generated**

**Please complete this form in full using BLOCK CAPITALS.**

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| POSITION INFORMATION | | | |
| Role applied for |  | Contracting Company | **KMS** |

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| PERSONAL INFORMATION | | | | | |
| Title |  | Surname |  | | |
| Forename(s) |  | | | | |
| Current Address |  | | | Previous Address  (if less than 5 years at current address) |  |
| Post Code |  | | | Post Code |  |
| National Insurance Number |  | | |  | |
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| CONTACT INFORMATION | | | |
| Home Telephone |  | Work Telephone |  |
| Mobile |  | E Mail Address |  |

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| ELIGIBILITY TO WORK IN THE UK | EVIDENCE |
| You are required to provide proof of the Right to Work in the UK e.g Passport, Birth Certificate, Residence Permit | passport |

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| CRIMINAL CONVICTION | | |
| Do you have any ‘unspent’ criminal convictions, including any driving convictions/Endorsements? . | YES | NO |
| If YES, please give brief details.  Having a criminal record will not necessarily prevent you from working on the Scottish Power campaign. This will depend on the circumstances and background of the offence(s). Failure to reveal information that is directly relevant to the role applied for could result in you unable to work on the Scottish Power campaign. | | |
|  | | |
| Please note if you are successful for the role, you will be subject to an extensive screening process which includes a criminal record check (CRB). The CRB certificate will be kept in your file for a period of 6 months after which it will be returned to you. If you leave within the six-month period, the certificate will be returned to you. | | |

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| WORK HISTORY | | | | | | | | |
| Please give details of your work history, school or higher education including any periods of self-employment, unemployment, Career Breaks, contract or agency work, within the last **five years.** If you have been employed on a consultancy or temporary basis, please supply the names and addresses of agencies used and the placement details. | | | | | | | | |
| PRESENT/MOST RECENT Name, address and business of your employer. If you are currently unemployed, please state ‘unemployed’ | | | | | | | Dates | |
| From  MM/YY | From  MM/YY |
|  | | | | | | |  |  |
| Job Title |  | | | Name and position of the person to whom you last reported | |  | | |
| Duties and  Responsibilities |  | | | | | | | |
| Reason for  leaving |  | | | Period of notice you are required to give your current employer | |  | | |
| Previous Work History Please list last five years in order starting with the **most recent.** (Continue on a separate sheet if necessary)  **Please provide the name and the address of the employer.** | | Dates | | Job Title and Description of Duties and Responsibilities | | | | |
| From  MM/YY | To  MM/YY | | Please provide the duty of your role within the companies that you have provided.  Please provide us with details of what your job entailed. | | | |
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| Please outline your key skills, abilities and relevant training which relate to the role applied for |
| Good communication skills, able to work in a team or individually, hardworking, motivated and dedicated to doing a good job. |

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| APPLICANT SIGNATURE | | | |
| Signature |  | Date |  |