

MACNAUGHTON HOLDINGS LIMITED

Application Pack Guidance Notes

1. Introduction

Thank you for your interest in applying for a position with us. We are committed to Equality of Opportunity in Employment. In order to monitor the effective implementation of our Equal Opportunities Policy, all applicants are asked to complete the enclosed Equal Opportunities Monitoring Form. This form will be held separately from your Application Form and it will not be used in the selection process.

2. Application Form

Please ensure that all relevant sections of the Application Form are complete and full details are given. The decision to shortlist you for an interview will be based on the information you provide on your application form.

3. Rehabilitation of Offenders Act 1974

Spent convictions under the Rehabilitation of Offenders Act 1974 do not have to be disclosed for this post.

4. Closing Date

Please check the closing date for the relevant vacancy and ensure that your application is with us by that date.

5. Special Arrangements for the Interview

If you require any special arrangements or facilities to attend an interview please ensure that you provide details on the application form or contact Personnel Services (telephone 01738 609000).

6. Data Protection

All information provided will be used solely for the purpose of recruitment, selection or equal opportunities monitoring.

Completed applications forms should be returned to:

Personnel Services
Macnaughton Holdings Limited
Tower House
Ruthvenfield Road
Perth PH1 3UN

(Telephone 01738 609000)

(Please ensure that you quote the vacancy reference on the outside of your envelope.)

MACNAUGHTON HOLDINGS LIMITED

Job Application Form

Job Title: _____

Vacancy Reference: _____

Closing Date: ____/____/____

1. **Personal Details**

Surname: _____

Forenames: _____

Address: _____

_____ Postcode: _____

Home Telephone: _____ Mobile Telephone: _____

E-mail address: _____

2. **Education, Training and Qualifications**

Secondary Education		
Subject/Module Title	Grade Achieved	Date Obtained

Further and Higher Education		
Course Title and Subjects Studied	Class of Pass	Date Obtained

2. **Education, Training and Qualifications** (continued)

Professional Qualifications and Memberships		
Institution Name	Qualification Title or Class of Membership	Date Obtained
Other Training Relevant to the Post		
Training Provider	Course Details/Learning Outcome	Date Obtained

It is Macnaughton Holdings Limited's policy to verify the qualifications of applicants who are called for an interview and you may be asked at a later stage in the recruitment process for your consent to such checks.

3. **Employment History**

Please include details of any gaps in your employment history, such as unpaid or voluntary work, periods of training or unemployment.

Current/Most Recent Employer		
Name and Address of Employer	Date you started this job (dd/mm/yy)	Notice Period or Leaving Date and Reason
Position Held:		Salary:
Duties and Responsibilities:		

3. **Employment History** (continued)

Previous Employer(s)

Name and Address of Employer	Dates		Reason for Leaving
	From (month & year)	To	

Position Held:

Duties and Responsibilities:

Name and Address of Employer	Dates		Reason for Leaving
	From (month & year)	To	

Position Held:

Duties and Responsibilities:

Name and Address of Employer	Dates		Reason for Leaving
	From (month & year)	To	

Position Held:


Duties and Responsibilities:

(Please provide additional sheets if required.)

4. **Supporting Information**

Please give any details you feel are relevant to support your application.

Please do not attach your CV, as it will be removed prior to any assessment of your application.



(Please provide additional sheets if required.)

5. **Right to Work in the United Kingdom**

Do you have the right to work in the United Kingdom?

Yes No

If you are called for an interview, you will be required to confirm your eligibility for employment by providing original documentation that will meet the UK Border Agency requirements.

6. **Rehabilitation of Offenders Act (1974)**

Have you ever been convicted of a criminal offence other than a spent conviction under the Rehabilitation of Offenders Act 1974? (Refer to Guidance Note 3.)

Yes No

If yes, please provide details: _____

Do you have any charges pending?

Yes No

If yes, please provide details: _____

7. **References**

Please give details of two people who can comment on your suitability for this post. One of your referees must be your current or most recent employer. If you have not previously been employed you should give details of teachers, lecturers or other appropriate persons who know you well enough to confirm your details and comment on your ability to do the job.

Referee 1

Referee 2

Name: _____ Name: _____

Job Title: _____ Job Title: _____

Company: _____ Company: _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

Telephone No: _____ Telephone No: _____

How do you know this person?

How do you know this person?

Employment
Education
Personal

Employment
Education
Personal

Referee may be contacted prior to the interview. Yes No

Referee may be contacted prior to the interview. Yes No

8. **Driving Licence**

Do you have a current driving licence? Yes No

9. **Special Arrangements**

If called for an interview would you need any special arrangements or facilities to be made available due to a disability?

Yes No

If yes, please give details of the arrangements or facilities that you would need.

10. **Declaration**

I declare that the information given on this form and on any attachments to it, is true and correct and that all relevant sections have been completed. I understand and accept that the information may be checked by Macnaughton Holdings Limited. False or missing information may disqualify me from appointment or may result in termination of any such appointment.

I agree to Macnaughton Holdings Limited holding this information and using it for legitimate business purposes.

Signed: _____ Dated: _____

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Equal Opportunities Monitoring Form

Please note that the Equal Opportunities Monitoring Form will be held separately from your Application Form and it will not form part of the recruitment process.

Macnaughton Holdings Limited strives to ensure fairness as an employer. This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity.

Please complete this form and return it with your application. It will be separated from your application on receipt. The information will be used for monitoring purposes only and will not form part of the recruitment process.

Job Title: _____

Vacancy Reference: _____

Closing Date: ____/____/____

Where did you hear about this job? _____

Please answer the following by ticking the appropriate boxes.

1. **I would describe myself as:** Prefer not to say
- White** British European
- Any other White background Please indicate: _____
- Any Mixed background** Please indicate: _____
- Asian or Asian British** Indian Pakistani Bangladeshi
- Any other Asian background Please indicate: _____
- Black or Black British** Caribbean African
- Any other Black background Please indicate: _____
- Other Ethnic background** Please indicate: _____
2. **I am:** Male Female Prefer not to say
3. **Age**
- | | | | | | | | |
|---------|--------------------------|---------|--------------------------|---------|--------------------------|-------------------|--------------------------|
| 16 - 18 | <input type="checkbox"/> | 19 - 30 | <input type="checkbox"/> | 31 - 40 | <input type="checkbox"/> | 41 - 50 | <input type="checkbox"/> |
| 51 - 60 | <input type="checkbox"/> | 61 - 65 | <input type="checkbox"/> | Over 65 | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

4. **Sexual Orientation**

Heterosexual Homosexual Bisexual Prefer not to say

5. **Religion of Belief**

I would describe my religion or belief as: _____

I have no particular religion of belief. Prefer not to say

6. **Disability**

The Equality Act 2010 defines a disability as a 'physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'. An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Do you consider that you have a disability under the Equality Act?

Yes No

Do not know Prefer not to say