**CV SUPPLEMENTARY INFORMATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | |
| Surname: | |  | | | | Forename(s): | |  | | | | | | |
| **VACANCY APPLIED FOR** | | | | | | | | | | | | | | |
| Vacancy Applied For: | | |  | | | | | | Location: | |  | | | |
| Current Salary: | | |  | | | | | | | | | | | |
| Current notice period: | | |  | | | | | | | | | | | |
| **DRIVING LICENCE** | | | | | | | | | | | | | | |
| Do you hold a full valid driving licence? | | | | | | | | | | YES | |  | NO |  |
| If yes, does your licence have penalty points or endorsements? | | | | | | | | | | YES | |  | NO |  |
| If yes, please give details: | | |  | | | | | | | | | | | |
| **CRIMINAL CONVICTION** | | | | | | | | | | | | | | |
| Have you ever been convicted of a criminal offence? | | | | | | | | | | YES | |  | NO |  |
| If yes, please give details of any unspent convictions:  **(Spent convictions do not have to be declared)** | | | |  | | | | | | | | | | |
| **DISABILITY** | | | | | | | | | | | | | | |
| Do you consider yourself to have a disability? A disability can be defined 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. | | | | | | | | | | YES | |  | NO |  |
| If yes, please provide detail? | | | | | | |  | | | | | | | |
| What, if any, types of aids, adaptations, equipment or special arrangements would you require to attend an interview? | | | | | | |  | | | | | | | |
| Please also give details of any reasonable adjustments which may be required to the job itself which would enable you to carry out the job, should you be offered employment | | | | | | |  | | | | | | | |
| **EMPLOYMENT REFERENCES** | | | | | | | | | | | | | | |
| Employment references will only be accepted from a Company owner, director, manager, supervisor, education principal/lecturer or an HR Department. References will only be requested if a job offer is made. All offers are subject to satisfactory references. | | | | | | | | | | | | | | |
| Reference 1 | Name: | | | |  | | | | | | | | | |
| Job title: | | | |  | | | | | | | | | |
| Company Name: | | | |  | | | | | | | | | |
| Address, telephone number and Email address | | | |  | | | | | | | | | |
| Reference 2 | Name: | | | |  | | | | | | | | | |
| Job title: | | | |  | | | | | | | | | |
| Company Name: | | | |  | | | | | | | | | |
| Address, telephone number and Email address | | | |  | | | | | | | | | |

**DECLARATION**

If your application is successful, Scottish Woodlands Ltd will use the information provided on this form and your CV for the purposes of administrating the contract of employment. We may share your information with other services within the Company. Further information can be found on our Job Applicant Privacy Notice on the Careers section of our website.

All information held will be in the strictest of confidence and in accordance with the General Data Protection Regulations. I declare that to the best of my knowledge the information contained on this form and any attachments is true and accurate. I accept that false information or omission may lead to dismissal without notice.

Signature ……………………………………………………………………… Date: ……………………………………………………………….

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| --- | --- | --- |
| **Job Details** | | |
| Vacancy applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Equality of Opportunity in Employment Monitoring Information** | | |
| Scottish Woodlands Ltd is an equal opportunities employer and is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.  This form is intended to help us maintain equal opportunities best practice and identify barriers to workforce equality and diversity. This information will be kept in strict confidence and used for statistical purposes only.  Please note, all questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.  Thank you for your co-operation. | | |
| **Sex** | Female Male Prefer not to say | |
| **Gender** | Do you identify as transgender/transsexual?  Yes No Prefer not to say | |
| **Ethnic group? How would you describe your nationality and/or ethnicity?** | | |
| 1: White  Scottish English Irish Welsh  Any other White background, please write in: ……………………………….  2: Mixed  White & Black Caribbean White & Black African White & Asian  Any other Mixed background, please write in: ……………………………….  3: Asian or Asian British  Indian Pakistani Bangladeshi Any other Asian background  4: Chinese and other Groups  Scottish English Irish Welsh  Any other White background, please write in: ……………………………….  5: Black, Black Scottish, Black English, Black Irish or Black Welsh  Caribbean African Any other Black background  6: Other Ethnic background  Gypsy Traveller  Any other background, please write in: ……………………………………….  7: Prefer not to say | | |
| **Are you entitled to work within the United Kingdom?**  (Please Note, if you are invited to attend an interview you will be asked to produce supporting evidence) | | Yes No |
| **Age Group – please tick to indicate which age group you fall within:** | | |
| Under 18 years old 18 to 64 years old 65 + years old | | |