



INVESTOR IN PEOPLE

**THE ROYAL ZOOLOGICAL SOCIETY OF SCOTLAND**

Application for the post of \_\_\_\_\_

**PERSONAL DETAILS**

<b>Surname:</b>	<b>First Name:</b>
<b>Address:</b>	<b>Title: Mr / Ms / Mrs / Other</b>
	<b>Telephone:</b> Home: Work: Mobile:
	<b>E-mail Address:</b>
<b>Post Code:</b>	<b>National Insurance Number:</b>

**EDUCATION & QUALIFICATIONS (MOST RECENT FIRST)**

Name of School / College / University	Qualification & Subject	Result / Award	Date Awarded (dd/mm/yyyy)

**PRESENT (OR MOST RECENT) EMPLOYMENT**

<b>Job Title:</b>	<b>Salary:</b>
<b>Name &amp; Address of Employer</b>	<b>Start Date:</b>
	<b>Leaving Date:</b>
	<b>Period of Notice:</b>
<b>Summary of Main Duties &amp; Responsibilities:</b>	

**EMPLOYMENT HISTORY (MOST RECENT FIRST)**

Name & Address of Employer	Job Title & Nature of Duties	Dates (dd/mm/yyyy)		Salary	Reason for Leaving
		From	To		

**INFORMATION IN SUPPORT OF APPLICATION**

Please use this space provided to let us know of any responsibilities, skills, experience and training which you consider relevant to the post you are applying for.

**DISABILITIES**

Do you have a disability which could affect your ability to do the job you have applied for?

Yes  No  If yes, please give details or indicate what adjustments you may need

.....

**WORK PERMIT**

Do you require a UK work permit? Yes  No

**CRIMINAL RECORD CHECK**

The RZSS does not discriminate against people with a criminal record, however, the RZSS has a policy of conducting criminal record checks on new recruits among staff and volunteers.

Do you have any convictions which are not regarded as 'spent' under the Rehabilitation of Offenders Act 1974 (as amended)? Yes  No

If 'Yes', please give details of the date(s) of offence(s) and sentence(s) passed:

.....

Applicants will be judged on their ability to perform the duties of the post applied for and convictions will only be taken into account where they are relevant to that type of work applied for. Information about the Rehabilitation of Offenders Act 1974 can be obtained from your local probation office.

The RZSS will apply for an Enhanced Disclosure certificate due to carrying the responsibility for a large number of exotic and other animals on the premises, and the presence of a significant number of children and young people, vulnerable adults such as the elderly, sick and handicapped.

**DATA PROTECTION ACT 1998**

In accordance with the Data Protection Act 1998, the information provided on this form will be used in the recruitment and selection process and may be disclosed to all those who need to see it. It will also form the basis of the confidential personal record of the successful candidate. In the case of unsuccessful candidates the information will be destroyed after twelve months. In addition, it will be held on a database and used for equal opportunities monitoring purposes.

I confirm that I do not object to the information collected on this form being transferred onto computer for the purpose of anonymous statistical reporting, in accordance with statutory requirements and for the compiling correspondence and to assist the RZSS in equal opportunities monitoring in respect of job applications.

**REFERENCES**

Names & addresses of two people, including your present or most recent employer, who may be contacted to provide a reference. References will normally be taken up before offer of employment, unless you specify otherwise.

<b>Position:</b>	<b>Position:</b>
<b>Name:</b>	<b>Name:</b>
<b>Address:</b>	<b>Address:</b>
<b>Post Code:</b>	<b>Post Code:</b>
<b>Telephone:</b>	<b>Telephone:</b>
Permission to contact before offer of employment Yes <input type="checkbox"/> No <input type="checkbox"/>	Permission to contact before offer of employment Yes <input type="checkbox"/> No <input type="checkbox"/>

**AVAILABILITY  
(TO BE COMPLETED BY SEASONAL APPLICANTS ONLY)**

For each day, please write the times you are available to work.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Please indicate the maximum number of hours you can work each week (max 37.5) : ..... Hours

**DECLARATION**

I certify to the best of my knowledge, the information given in this form is accurate and without omission. The RZSS reserves the right to withdraw any offer of appointment or to dismiss where inaccurate or misleading information has been provided.

Applicants Signature: ..... Date: .....

Please note, if you are sending this application form via e-mail / internet you will be required to sign the form if you are invited to an interview.

**On completion, please return this form to the name & department as detailed in the job advertisement and return to:**

**Edinburgh Zoo  
134 Corstorphine Road  
Edinburgh  
EH12 6TS**