#### 

**Application for:** ZEST Certificate of Work Readiness Programme

**Position applied for:** Animal | Presentations | Works | Gardens\* | IT\* | Education\* **(circle two preferences)**

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| **First Name:** | **Surname:** |
| **Address:**  **Post Code:** | **Title: Mr / Miss / Mrs / Other** (circle one) |
| **Telephone:** |
| Home: |
| Mobile: |
| **Scottish Candidate No. -** | **E-mail Address:** |
| **National Insurance No.-** | **Date of Birth:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **EDUCATION & QUALIFICATIONS (MOST RECENT FIRST)** | | | |
| **Name of School** | **Qualification & Subject** | **Result / Award** | **Date Awarded (dd/mm/yyyy)** |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EMPLOYMENT & VOLUNTEER HISTORY (MOST RECENT FIRST)** | | | | | |
| **Name & Address of Employer** | **Job Title & Nature of Duties** | **Dates**  **(dd/mm/yyyy)** | | **Salary** | **Reason for Leaving** |
|  |  | **From** | **To** |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **INFORMATION TO SUPPORT YOUR APPLICATION**  ***(please refer to the job profile to help you complete this section)*** |
| What skills do you have that will make you an ideal person for this work placement?  Why do you want to take part in this course? How do you think it will help you in your future career? |

|  |
| --- |
| **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: |

|  |
| --- |
| **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 may 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. |

|  |
| --- |
| **REFERENCE** |
| Names & addresses of someone who supports your application to this programme. References will normally be contacted before offer of placement, unless you specify otherwise. |
| **Company:**  **Position:** |
| **Name:** |
| **Address:** |
| **Post Code:** |
| **Telephone:** |
| Permission to contact before offer of placement  Yes  No - |

|  |
| --- |
| **SOURCE** |
| Please tick a box to indicate how you found out about this vacancy – we need this info to process your application effectively  Word of Mouth  Edinburgh Zoo website (direct)  JobCentre/SDS Centre (circle one)  ...     .....  Other – **please specify** |

|  |
| --- |
| **DECLARATION** |
| 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 addition, it will be held on a database and used for equal opportunities monitoring purposes. In the case of unsuccessful candidates the information will be destroyed after twelve months. |
| I certify to the best of my knowledge, the information given in this form is accurate and without omission. I also 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. 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. |

**Edinburgh Zoo- Education Centre**

**134 Corstorphine Road**

**Edinburgh**

**EH12 6TS**