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| **POST APPLYING FOR** |  | | | | **RZSS Site** | | | Choose RZSS Site | | | | |
| **Where did you hear about this vacancy?** (RZSS website, S1jobs, Facebook, LinkedIn) | | | | | | | |  | | | | |
| **ELIGIBILITY TO WORK IN THE UK** | | | | | | | | | | | | |
| **Are you eligible to work in the UK, in accordance with the Immigration & Asylum Act 1999?** | | | | | | | | | | | Response required | |
| *Please Note: You must provide documentary evidence that you are entitled to work in the UK, without the need for RZSS to seek a work permit.* | | | | | | | | | | |  | |
| **PERSONAL DETAILS** | | | | | | | | | | | | |
| **Forename(s)** |  | | | | **Surname** | | |  | | | | |
| **Address** *(inc. postcode)* |  | | | | | | | | | | | |
| **Phone Number** |  | | | | **Mobile Number** | | |  | | | | |
| **Email** |  | | | | | | | | | | | |
| **QUALIFICATIONS | CONTINUING PROFESSIONAL DEVELOPMENT | PROFESSIONAL BODY MEMBERSHIP** | | | | | | | | | | | | |
| **Please list any qualifications, membership of any professional bodies you hold and/or training as part of your continuing professional development you’ve attended that’s relevant to the role you are applying for.**  ***Please Note: If you are successful, you will be asked to provide original certificate(s) of relevant qualifications and membership of professional bodies.*** | | | | | | | | | | | | |
| **Qualification / Subject / CPD** (inc*luding grade)* | | | **University / Institution / Provider / Body** | | | | | | | | **Date Achieved / joined** | |
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| **DRIVING LICENCE (if applicable to role)** | | | | | | | | | | | | |
| **Do you have a UK driving license** | Driving License | | | | **Other** *(please specify)* | | |  | | | | |
| **Driving license status** | Driving License Status | | | | | | | | | | | |
| **CURRENT / MOST RECENT EMPLOYMENT** | | | | | | | | | | | | |
| **Job Title** |  | | | | | | | **Tick if Current Job** | | | |  |
| **Employer** |  | | | | | | | | | | | |
| **Start Date** | DD/MM/YYYY | | | | **Leave Date** | | | DD/MM/YYYY | | | | |
| **Salary | Benefits** |  | | | | | | | | | | | |
| **Main duties and responsibilities** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Notice Period** |  | | | | **Reason for Leaving** | | |  | | | | |
| **Please provide details for who to contact regarding an employment reference, including name and contact details. All offers of employment are subject to receipt of satisfactory references, covering the last five years.** | | | | | | | | | | | | |
|  | | | | | **Can this reference be contacted?** | | |  | | | | |
| **PREVIOUS EMPLOYMENT 2** | | | | | | | | | | | | |
| **Job Title** |  | | | | **Employer** | | |  | | | | |
| **Start Date** | DD/MM/YYYY | | | | **Leave Date** | | | DD/MM/YYYY | | | | |
| **Main duties and responsibilities** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Notice Period** |  | | | | **Reason for Leaving** | | |  | | | | |
| **Please provide details for who to contact regarding an employment reference, including name and contact details. All offers of employment are subject to receipt of satisfactory references, covering the last five years.** | | | | | | | | | | | | |
|  | | | | | **Can this reference be contacted?** | | |  | | | | |
| **PREVIOUS EMPLOYMENT 3** | | | | | | | | | | | | |
| **Job Title** |  | | | | **Employer** | | |  | | | | |
| **Start Date** | DD/MM/YYYY | | | | **Leave Date** | | | DD/MM/YYYY | | | | |
| **Main duties and responsibilities** | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Notice Period** | |  | | **Reason for Leaving** | | |  | | | | | |
| **Please provide details for who to contact regarding an employment reference, including name and contact details. All offers of employment are subject to receipt of satisfactory references, covering the last five years.** | | | | | | | | | | | | |
|  | | | | **Can this reference be contacted?** | | |  | | | | | |
| **PREVIOUS EMPLOYMENT CONTINUED** (most recent first) | | | | | | | | | | | | |
| **Job Title** | **Employer** | | | | **Start Date** | **Leave Date** | | | | **Reason for Leaving** | | |
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| **GAPS IN EMPLOYMENT** (please specify reasons and dates of any gaps in employment) | | | | | | | | | | | | |
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| **SUPPORTING INFORMATION** | | | | | | | | | | | | |
| Please provide appropriate details in this section to support your application. Having considered the job description, we are looking for evidence that you have the skills, knowledge, experience and competence required for the role, along with the personal attributes, behaviours and commitment to fully engage in our work. Please also make reference to why you are interested in working for RZSS. | | | | | | | | | | | | |
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| **CONVICTIONS** | | | | | | | | | | | | |
| Have you ever been convicted of a criminal offence, i.e. cautions, reprimands or warnings? | | | | | | | |  | | | | |
| If yes, please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants will be judged on their ability to perform the duties of the post applied for and convictions will only be taken into account if they are relevant to that type of work. | | | | | | | | | | | | |
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| **DECLARATION** | | | | | | | | | | | | |
| RZSS will process the personal information provided by you in the application form, and any other personal information provided by you now or in the future, in accordance with the Data Protection Act 2018, to assist in considering your application for employment and, if you become an employee, for purposes relating to your employment.  Individuals have the right of access to personal data held about them.  For further information, please visit [www.rzss.org.uk/privacy](http://www.rzss.org.uk/privacy).  By submitting this application:   |  | | --- | | * *I declare that the information provided in relation to my application for employment with RZSS is, to the best of my knowledge and belief, true and complete.* * *I understand that any offer of employment or appointment to a post with RZSS will be made on this basis and if I have failed to disclose information, or have given incorrect or misleading information, this may result in an offer or appointment being withdrawn or lead to disciplinary action being taken at a later date, including dismissal.* * *I understand that all initial offers of employment are conditional e.g. subject to references, Disclosure Scotland and the eligibility to work in the UK, all of which must be satisfactory to RZSS.* * *I confirm I have read and understood the above data protection statement and consent to RZSS processing my personal information as described in that section.* | | | | | | | | | | | | | |
| **Signature** |  | | | | | | | | **Date** | DD/MM/YYYY | | |
| **SUBMITTING YOUR APPLICATION** | | | | | | | | | | | | |
| * Thank you for choosing RZSS. Please check that you have completed all sections of the application form and you have included all information you wish to be considered by the recruitment panel. Please do not write “refer to CV”. * Your application should include the following documents: * **Application Form** * **Recruitment Monitoring Form** * **CV (optional) -** You may include a CV, but your application will not be accepted without a completed application form. | | | | | | | | | | | | |
| **Submitting Application by Email** | | | | | **Submitting Application by Post:** | | | | | | | |
| Please email your application documents to the Recruitment Team ([recruitment@rzss.org.uk](mailto:recruitment@rzss.org.uk)) before the closing date.  Documents must be named as follows:   * Application form = SURNAME forename (appf1) * Recruitment Monitoring = rmf2 * CV = SURNAME forename (cv3)   Please note that we cannot guarantee, nor accept liability for, the security of personal information sent to us from, via or through email systems that we do not administer or control | | | | | Please send your application documents to the Recruitment Team before the closing date:  RZSS, Edinburgh Zoo  134 Corstorphine Road  Edinburgh  EH12 6TS | | | | | | | |