** Application Form**

**Position Applied for;**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Personal**

**First name:**

**Surname:**

**Address:**

**Postcode:**

**Mobile phone number:**

**Full Driving Licence: Yes / No**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
| **College or University** | **From** | **To** | **Courses and Results** |
|  |  |  |  |
| **Further Formal Training** | **From** | **To** | **Diploma/Qualification** |
|  |  |  |  |
| **Job-related Training Courses** | **Date** | **Subject** |
|  |  |  |

**Please give details of membership of any technical or professional associations:**

**Please list languages spoken and the level of competence:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you willing to work overtime and weekends if required? Yes / No**

Please give details of any hours which you would not wish to work:

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you any convictions (other than spent convictions under the Rehabilitation of Offenders Act 1974?) Yes / No**

If YES, please give full details:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Do you need a work permit to take up employment in the U.K.? Yes / No**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How much notice are you required to give to your current employer?**

**Employment Details**

**Please give details of your past employment, excluding your present or last employer, stating the most recent first.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and address of employer** | **Dates** | **Position held/Main duties** | **Reason for leaving** |
|  |  |  |  |

**Present or Last Employer:**

**Are you currently employed? Yes / No**

**Name of present or last employer:**

**Address:**

**Telephone number:**

**Nature of business:**

**Job title & brief description of duties:**

**Reason for leaving:**

**Length of service: From: \_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tell Us About You**

**Application Form**

***Why would you like to work with Mercat?***

***Describe your experience in working with visitors***

***What is your experience of handling and managing groups of people?***

***What is your greatest achievement?***

***How does this position fit in with your long-term goals?***

***How did you learn about this job?***

**Declaration**

**I declare that the information given in this form is complete and accurate. I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal. I understand these details will be held in confidence by the Company, in compliance with data protection legislation and as set out in the Company’s Employee Privacy Notice. I undertake to notify the Company immediately of any changes to the above details.**

**Signed:**

**PRINTED:**

**Date:**

**References:**

Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.

**Can we approach your current employer before an offer of employment is made? Yes / No**

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Address:** | **Address:** |
|  |  |
|  |  |
|  |  |
| **Tel. No:** | **Tel. No:** |

**Please send your application form and CV to** **shirley@mercattours.com** **by 5pm on Friday 1st November**

**We will be holding interviews in Edinburgh w/b 11th November**

***\*All information will be treated in confidence.***