## https://cpscotland.sharepoint.com/c-a/Brand/Brand/Refresh 2015/New Logos/CPS_MASTER LOGO_CMYK_JPG.jpg

## APPLICATION FORM

**EQUAL OPPORTUNITIES**

Community Pharmacy Scotland is committed to promoting and developing equality of opportunity in all areas of its work. In order to achieve this aim, Community Pharmacy Scotland will seek to ensure that prospective and current job applicants and members of staff are treated solely on the basis of their merits, abilities and potential regardless of sex, sexual orientation, marriage and civil partnership status, age, disability, pregnancy and maternity, gender reassignment, religion or belief, race, creed, colour, ethnic and national origins. The Directors fully support the achievement of the following objectives:

**DATA PROTECTION STATEMENT**

Access to this information will be restricted to a limited number of Community Pharmacy Scotland staff.

**GENERAL DATA PROTECTION REGULATIONS**

Community Pharmacy Scotland (CPS) respects your personal information and will keep it secure and confidential. Your application will be kept on file for a period of six months in accordance with HR requirements.

In accordance with our data protection policy, you are entitled to request a copy of the information which we hold about you. If you become aware that the personal information we hold about you is inaccurate, you may request that it is amended. You may also object to our processing of your data if you believe it is unlawful. You can read more about your rights and lodge complaints at [www.ico.org](http://www.ico.org).

For more information about how we process personal information, or if you have any concerns you should contact Jenny O’Donnell in the first instance: 42 Queen Street, Edinburgh EH2 3NH, 0131 467 7766 or by email to enquiries@cps.scot.

## It is important that you complete all sections of the application form. You may supply additional material if relevant. Applications should be returned to enquiries@cps.scot

**Please note:** If required, you must double click on the small [ ]  to change the default value

|  |  |
| --- | --- |
| **Post Applied For:** |  |
| **Closing date:** |  |
| PERSONAL DETAILS |
| Surname:       | Title (Mr/Mrs/Miss/Ms):        |
| Forename(s):       |
| Home Address (including postcode):       |
|       |
| Tel no:        |
| Mobile no:       |
| Email (work [ ]  home [ ] ):       |  |
| May we contact you by telephone [ ]  or email *[ ]* at work? (please indicate as appropriate) |
| Period of notice in present post:        |  |
| National Insurance No.:        | [ ]  |
| Do you have the right to work in the UK?: Yes [ ]  No [ ]  |
| Do you have a full driving licence? Yes [ ]  No [ ]  |
| REFERENCES |
| Please provide the names and addresses of two referees (one of whom should normally be your manager/supervisor at your current workplace). Relatives may not be given as: referees.  |
|  |

|  |  |
| --- | --- |
| Name |       |
| Company Name / Position |       |
| Address |       |
| Tel No. |       |
| Email Address |       |
| Relationship to you |       |
|  |  |
| Name |       |
| Company Name / Position |       |
| Address |       |
| Tel No. |       |
| Email Address |       |
| Relationship to you |       |

Please indicate [ ]  if you do not wish us to contact your current employer prior to interview.

**EDUCATION AND QUALIFICATIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary School/College/University | Examinations passed | From (mth/yr) | To (mth/yr) | Grades |
|       |       |       |       |       |
|       |       |       |       |       |
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**CURRENT AND PREVIOUS APPOINTMENTS** (please start with most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| Employer's name, address and type of business | Positions held (briefly describe duties) | From (mth/yr) To (mth/yr) | Reason for leaving |
|       |       |       |       |
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| --- |
| Please state below why you are interested in applying for the post and indicate how your skills, past achievements, experience and personal qualities make you suited to this job. You may attach an additional sheet if you wish. |
|       |

I give my consent to this information being processed and stored (by means of a computer database or otherwise) as described above, for the duration of my contract of employment and to fulfil the statutory, or recommended, retention periods when I am no longer an employee at Community Pharmacy Scotland.

I confirm that all the information given on this form is complete and correct by signing below.

Signature: ..................................................................................

Date: .........................................................................................

Please note that failure to disclose relevant details or a deliberate attempt to falsify information may lead to dismissal.

**EQUALITY ACT 2010**

Community Pharmacy Scotland wishes to ensure that any candidates are not discriminated against, either directly or indirectly, both in recruitment/selection and in employment. If you are selected for interview and you consider yourself to have a disability, we may contact you to find out if there are any particular arrangements you may need for the interview. You are not obliged to answer the following question or to give details.

As defined by the Equality Act 2018 - a disability is "a physical or mental impairment which has a substantial and long-term negative adverse effect on a person's ability to carry out normal day-to-day activities", do you consider yourself to be disabled?

 YES [ ]  NO [ ]

If appropriate, please describe any requirements which may be necessary for an interview.

|  |
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