

CAIRNGORMS OUTDOOR ACCESS TRUST

PART A

COAT is committed to equality of opportunity and, to help to ensure that it puts its policies into practice, candidates are asked to complete and return this monitoring form. Information from this form will not be used in the selection of the initial shortlist. Completion of the form is voluntary and failure to complete it will not be used to your detriment – we will however require the name and address sections to be completed.

We appreciate it when candidates take the time and trouble to complete this form. The information it contains helps us to monitor and improve our recruitment procedures by highlighting whether we are failing to attract or recruit particular sections of the community. (This includes monitoring ethnicity, gender, age, family responsibilities, disability, religion and spent criminal convictions). and allowing us to assess the success of our advertising. Part A of the application form is detached from the main application form before decisions about short-listing are made, thus ensuring that all such decisions are based on the information you provide in Part B alone. This form is based on the HR policies and practices of the Cairngorms National Park Authority.

Post Applied for:		To be Completed by COAT Ref No :	
Title: Mr/Mrs/Miss/Ms/Dr/Other Name		GENDER: MALE / FEMALE	
Address:		Date of Birth:	
Post Code:		Marital Status:	
Ethnic Origin: <i>(Please tick as appropriate)</i>		Dependents: <i>(Please state relationship, and age of children)</i>	
EUROPEAN White	<input type="checkbox"/>	Religion:	
N. AMERICA/AUSTRALIA/ NEW ZEALAND White	<input type="checkbox"/>		
OTHER White (please specify)	<input type="checkbox"/>		
ASIAN	<input type="checkbox"/>		
MIDDLE EASTERN	<input type="checkbox"/>		
CARIBBEAN/ AMERICAN Black	<input type="checkbox"/>		
AFRICAN Black	<input type="checkbox"/>		
MULTIPLE/MIXED ORIGIN	<input type="checkbox"/>		
OTHER – please specify	<input type="checkbox"/>		
Disabilities: Do you have any disabilities for which special arrangements should be made, either in the recruitment process itself or in employment? If so, please specify the nature of the disability.			
Where did you hear about/ see this post advertised?			

Driving Licence:

Do you possess a current driving licence? YES / NO

Please give details of any endorsements / disqualifications.

Criminal Records:

Please give details of any criminal convictions – ***you are not required to include spent convictions under the Rehabilitation of Offenders Act.***

Do you require a permit to work in the UK:

YES / NO

National Insurance Number:

Names of Referees:

Please give the **names and full postal addresses** of two people who know you well: one should be your present/ most recent employer and the other one a previous employer if possible. We will not contact your referees until an offer of employment has been made to you.

Name:

Address:

Context in which they know you:

Name:

Address:

Context in which they know you:

I confirm that to the best of my knowledge, the information provided in Part B of this document is correct and gives a fair representation of my qualifications and employment history. I understand that the information contained in Part A may be stored as part of the company's monitoring of equal opportunities and the effectiveness of our recruitment procedures, and I give my consent for my details to be used for this purpose. COAT adhere to all legislation as detailed in the Data Protection Act.

Signature: _____

Date: _____

CAIRNGORM OUTDOOR ACCESS TRUST**PART B**

Unit 1
 Aboyne Castle Business Centre
 Aboyne
 AB34 5JP

Please complete this form in black ink so that the form may be photocopied. Please return to:
 Marked for the attention of Dougie Baird, at the above address. Or by email to info@udat.co.uk

Post Applied for:	To be Completed by COAT
	Ref No :
Contact Details:	
Tel: Home: _____	Mobile: _____
Email Address: _____	

EDUCATION: <i>Name of School / College / University</i>	<i>Years from/to</i>	<i>Examinations passed (subjects / credits / honours, etc.)</i>

DETAILS OF ANY FURTHER TRAINING:
(Please include all courses relevant to this position and give dates of attendance)

CURRENT (OR LAST) EMPLOYMENT: <i>Employer's name and nature of business</i>	<i>Position held</i>	<i>Please give a concise outline of your duties</i>
<i>Current Salary</i>	<i>Dates of Employment (from - to)</i>	<i>What was your principal achievement in this position?</i>
<i>Reason for leaving/ wishing to leave</i>		

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PREVIOUS EMPLOYMENT: Employer's Name and nature of business	Brief description of positions held & details of duties	Reason for leaving
dates employed		
dates employed		
dates employed		

(continue on separate sheet if necessary)

Why are you the person for this role? What attracts you to this role?

(Please include details of all skills, knowledge and experience you possess which are relevant to the job description and person specification for this post)