**CV SUPPLEMENTARY INFORMATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DETAILS** | | | | | | | | | | | | | | |
| Surname: | |  | | | | Forename(s): | |  | | | | | | |
| **VACANCY APPLIED FOR** | | | | | | | | | | | | | | |
| Vacancy Applied For: | | |  | | | | | | Location: | |  | | | |
| Current Salary: | | |  | | | | | | | | | | | |
| Current notice period: | | |  | | | | | | | | | | | |
| **DRIVING LICENCE** | | | | | | | | | | | | | | |
| Do you hold a full valid driving licence? | | | | | | | | | | YES | |  | NO |  |
| If yes, does your licence have penalty points or endorsements? | | | | | | | | | | YES | |  | NO |  |
| If yes, please give details: | | |  | | | | | | | | | | | |
| **CRIMINAL CONVICTION** | | | | | | | | | | | | | | |
| Have you ever been convicted of a criminal offence? | | | | | | | | | | YES | |  | NO |  |
| If yes, please give details of any unspent convictions:  **(Spent convictions do not have to be declared)** | | | |  | | | | | | | | | | |
| **DISABILITY** | | | | | | | | | | | | | | |
| Do you consider yourself to have a disability? A disability can be defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities. | | | | | | | | | | YES | |  | NO |  |
| If yes, please provide detail? | | | | | | |  | | | | | | | |
| What, if any, types of aids, adaptations, equipment or special arrangements would you require to attend an interview? | | | | | | |  | | | | | | | |
| Please also give details of any reasonable adjustments which may be required to the job itself which would enable you to carry out the job, should you be offered employment | | | | | | |  | | | | | | | |
| **EMPLOYMENT REFERENCES** | | | | | | | | | | | | | | |
| Employment references will only be accepted from a Company owner, director, manager, supervisor, education principal/lecturer or an HR Department. References will only be requested if a job offer is made. All offers are subject to satisfactory references. | | | | | | | | | | | | | | |
| Reference 1 | Name: | | | |  | | | | | | | | | |
| Job title: | | | |  | | | | | | | | | |
| Company Name: | | | |  | | | | | | | | | |
| Address, telephone number and Email address | | | |  | | | | | | | | | |
| Reference 2 | Name: | | | |  | | | | | | | | | |
| Job title: | | | |  | | | | | | | | | |
| Company Name: | | | |  | | | | | | | | | |
| Address, telephone number and Email address | | | |  | | | | | | | | | |

**DECLARATION**

If your application is successful, Scottish Woodlands Ltd will use the information provided on this form and your CV for the purposes of administrating the contract of employment. We may share your information with other services within the Company. Further information can be found on our Job Applicant Privacy Notice on the Careers section of our website.

All information held will be in the strictest of confidence and in accordance with the General Data Protection Regulations. I declare that to the best of my knowledge the information contained on this form and any attachments is true and accurate. I accept that false information or omission may lead to dismissal without notice.

Signature ……………………………………………………………………… Date: ……………………………………………………………….