



Personal details form

Office use only:

Ref

Position being applied for:

The John Muir Trust wishes to promote equal opportunities in all its employment practices. To do so, we ask for certain information from candidates which help us to eliminate any practices which may be discriminatory. The information you provide will be handled in strictest confidence. No applicant will be unfairly discriminated against.

Only the Application Form/CV and cover letter (as appropriate) will be made available to shortlisting panels.

CONTACT DETAILS			
Title	First name	Middle name(s)	Surname
Home address (including postcode)			
Contact email address		Mobile telephone number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		Home telephone number	
What is the best way to contact you?			

OTHER DETAILS	
Nationality	Date of birth
Do you need a work permit to take up this post? YES <input type="checkbox"/> NO <input type="checkbox"/>	Are you eligible to work in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>
Where did you see this post advertised?	Do you have a full UK driving licence? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a physical or mental health condition or disability that: <ul style="list-style-type: none"> has a substantial effect on your ability to carry out your day-to-day activities and/or would impact your ability to perform this role effectively and/or has lasted or is expected to last 12 months or more? YES <input type="checkbox"/> NO <input type="checkbox"/> I prefer not to answer this question <input type="checkbox"/>	
If you have answered YES, please describe any particular arrangements you would need for this job:	



Personal details form (continued)

Office use only:

Ref

CONVICTIONS
<p>The John Muir Trust requires you to tell us about any previous convictions classed as ‘unspent’. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers.</p> <p>If the job description specifies that a current driving licence is essential, you must also disclose all endorsements on your driving licence (points, code, fine, date, expiry date).</p> <p>Information will be verified by Disclosure Scotland for relevant posts.</p> <p>I declare that I have: <input type="checkbox"/> No previous convictions</p> <p> <input type="checkbox"/> Previous convictions – details of which are:</p>

DECLARATIONS
<p>Please read the following statements and sign below:</p> <ul style="list-style-type: none"> • I have completed an application form/provided a CV and cover letter (as appropriate); • The details I have supplied on both forms are, to the best of my knowledge, true and complete; • I understand that, if appointed to this post, the information on these forms will be kept as part of my personal file record; • I authorise you to obtain references to support this application if I am identified as a preferred candidate; • I understand that details of educational qualifications, membership of professional bodies and referee reports may be verified through the establishments and individuals I have indicated; • I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Act 2018; and • I declare that I have no previous convictions, or have identified any I have above.

Signed:	Date:
(Electronic insertion of name acceptable)	