

**APPLICATION FOR INWARD SECONDMENT TO**

**EDUCATION SCOTLAND**

**Post Title**

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| Surname (BLOCK LETTERS):    Forenames (in full):    Title (Mr, Mrs, Miss, Ms etc):    Any other names by which you have been known: |  | Permanent address (BLOCK LETTERS):            Postcode:  Telephone number:    eMail address:    Address for letters (if different from above):            Postcode: |
| Nationality at birth:    Present nationality:    Have you ever possessed any  other nationality or citizenship? Yes  No  If YES, give full details with dates: |  |  |
| Are you subject to  immigration control? Yes  No |  |  |
| Do you need a work permit? Yes  No |  |  |
| Are you free to remain and  take up employment in the UK? Yes  No |  |  |

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| **DISABILITY**  If you have a disability and are invited to sit a test or attend an interview would you like any special arrangements made? If so, please give details below: |

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

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| --- | --- | --- |
| Subject | Type of Qualification  eg GCSE, Standard Grade, Higher, Degree | Attainment level |
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**MEMBERSHIP OF PROFESSIONAL REGULATORY BODIES**

|  |  |  |
| --- | --- | --- |
| Name of Organisation | Registration Number/Level of Membership | Renewal Date |
|  |  |  |

**EMPLOYMENT HISTORY**

**PRESENT EMPLOYMENT**

|  |  |
| --- | --- |
| Employer (Name, Address and Nature of Business  Current Salary) | Jobs Held/Key Achievements |
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**PREVIOUS EMPLOYMENT**

Please give the following details concerning any previous employment (starting with the most recent). Please account for periods where you were not in employment by including other experience, for example voluntary experience, extended travel, and caring experience. Please continue on a separate sheet if necessary. Please add your name to any additional sheets.

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| --- | --- |
| Employer (Name, Address and nature of Business) | Jobs Held/Key Achievements |
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| **STATEMENT IN SUPPORT OF APPLICATION.** Please use this space to:  (a) describe your reasons for wanting to undertake this secondment opportunity;  (b) provide evidence of how you meet the criteria of this post with reference to the particular skills, experience and competencies required as set out in the advert and further information.  Please continue on a separate sheet if necessary. Please add your name to any additional sheets. |

**PLEASE PROVIDE CONTACT DETAILS FOR YOUR LINE MANAGER AND YOUR HR CONTACT**

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| --- | --- | --- |
| LINE MANAGER  Name:    Address:            Postcode:  Telephone number:    eMail address: |  | EMPLOYER HR CONTACT  Name:    Address:            Postcode:  Telephone number:    eMail address: |

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| **YOU MUST SIGN AND DATE THIS FORM**  I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified  **I confirm that my line manager/employer supports this application**.  SIGNATURE DATE |

Please return the completed form to:[**edshr@educationscotland.gov.scot**](mailto:edshr@educationscotland.gov.scot)