

**NHSScotland Application Form**

You must complete the application form in full as we do not accept CV’s for this post

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|  | |  | | | | |  | | **Part A** |
| Application for (Job Title) | | | Modern Apprentice (Business Administration) | | | | | Reference No: | LR 2180032 |
| Location | | | Public Health Team , Summerfield House | | | | | Candidate ID No: | 2025/006/001 |
| No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender race, relationship status, sexual orientation, and/or Trade Union membership or stewardship. **Only ‘Part C’ of this form will be made available to short-listing panels. ‘Part A, B and C would then be used by the interviewing panel if you are selected for interview.** | | | | | | | | | |
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| **Personal Details** | | | | | | | | | |
| Surname: |  | | | Forename/s: | |  | | | |
| Name known by: |  | | | Title: | |  | | | |
| Address: |  | | | | | | | | |
|  |  | | | | | | | | |
| Postcode: |  | | | email address: |  | | | | |
| Contact Telephone Numbers | | | | | | | | | |
| Day: |  | | | Mobile: | |  | | | |
| If we need to, the best way for us to contact you is by: | | | |  | | | | | |
| National Insurance Number: | | | |  | | | | | |

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| **Work Permit** | | | | | |
| Do you need a work permit to take up this post ? | Yes |  | No |  |

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| **Working in the UK** | | | | | |
| Are you eligible to work in the UK ? | Yes |  | No |  |

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| **Use this section to introduce yourself** – it will act like a cover letter (remember this is your opportunity to tell us all about YOU !) | |
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| **Explain your reasons why you are interested in applying to undertake this Modern Apprenticeship with NHS Grampian** | |
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|  |  |  | **Part B** |
| Application for (Job Title) | Modern Apprentice (Business Administration) | Reference No: | LR 2180032 |
| Location | Public Health Team, Summerfield House | Candidate ID No: | 2025/006/001 |
| **Declarations** | | | |

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| **Convictions**  NHSScotland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. This means that **unless stated in the Job Description, Person Specification or Application Pack**, you must tell us about any previous convictions either classified as ‘spent’ or ‘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. **Information will be verified by Disclosure Scotland for relevant posts**4 | | | | |
| I declare that I have: | 1. No previous convictions |  | 1. Previous convictions – details of which are: |  |

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| Date / Details: |  |
| Date / Details: |  |
| Date / Details: |  |

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| Please read the following statements. You will be asked to sign a declaration if you are appointed;   * I have completed Parts A to D of this application form and the details I have supplied are, to the best of my knowledge, true and complete; * I understand that if appointed to this post the information on this form 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 1998; * I declare I have no previous convictions, or have identified any I have above. | | | | |
| **Read, agreed and understood (please tick box):** |  |  | **Date:** |  |

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|  |  | | |  | | | **Part C** | | |
| Application for (Job Title) | Modern Apprentice (Business Administration) | | | | Reference No: | | | LR 2180032 | |
| Location | Public Health Team, Summerfield House | | | | Candidate ID No: | | | 2025/006/001 | |
| **Qualifications Achieved** – please attach a separate sheet with additional qualifications | | | | | | | | | |
| Subjects | | Type of Qualification  e.g.: National 4 / 5, Intermediate 1 / 2, Standard Grade and Highers etc | School / College | | | Grade Achieved | | | Date Achieved |
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| **Qualifications currently studying or working towards** | | | | | | | | | |
| Subjects | | Type of Qualification  e.g.: National 4 / 5, Intermediate 1 / 2, Standard Grade and Highers etc | School / College | | | Grade Anticipated | | | Date Anticipated |
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| **Other courses or training that you have achieved or have undertaken** | | | | |
| Subjects | Type of Qualification | Training Provider | Grade Achieved | Date Achieved |
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|  | |  | | | |  | | | | **Part C** | |
|  | |  | | | | Reference No: | | | | LR 2180032 | |
|  | |  | | | | Candidate ID No: | | | | 2025/006/001 | |
| **Present (or most recent) Post** | | | | | | | | | | | |
| Job Title: |  | | | | | | | | | | |
| Grade: |  | | | | Date of Starting Grade: | | | |  | | |
| Employer: |  | | | | | | | | | | |
| Dates of Employment: | From: | | |  | | | To: |  | | | |
| Reason for Leaving (if applicable): | | |  | | | | | | | | |
| Notice Period: |  | | | | Current Salary: | | | |  | | |
| **Role purpose / Summary of main responsibilities in this post** | | | | | | | | | | | |
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| **Employment History** | | | | |
| Start with your more recent employment first and work down the page. If a previous job supports the position which you are applying for, please say more about it and provide more details in your ‘application supporting statement’ | | | |
| Job Title | Employer | Date From: | Date To: |
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| **Work Experience / Work Placements** – please provide details of work experience / work placements that you have undertaken highlighting details of what you learned and enjoyed during this period | |
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| **Describe what your ‘greatest achievement/s’ have been to date** – please provide as much details as possible |
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| **Describe the skills and qualities that you have that you could bring to this position** |
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| **Statement in support of application** – please tell us about your personal qualities, attributes, and experience and how they match those needed for this position |
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| **Please highlight any interests or hobbies that you carry out in your spare time** – this should include details of your membership of any groups, teams or youth organisations |
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| **Referees** | | | | |
| Your referees will include your present (or most recent employer, guidance teacher or college lecturer) Please identify below the person in your organisation (for current NHS staff, this is your direct line manager) who is authorised to confirm your employment and the details given in your application. Please identify a further two referees who may have closer knowledge of your skills, knowledge and abilities and who may offer opinion on your suitability for this post.  **You should not use friends or family members**  Our pre-employment screening also includes, where appropriate, health and fitness for work, criminal records, qualifications and professional registration  **Please note that references will only be taken up for ‘preferred candidates’ following interview** | | | | |
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| **Referee 1** | | | | |
| Name: |  | Designation: | |  |
| Address: |  | | | |
|  |  | | | |
| Postcode: |  | email address: |  | |
| Contact Telephone Numbers | | | | |
| Day: |  | Mobile: | |  |
|  | | | | |
| **Referee 2** | | | | |
| Name: |  | Designation: | |  |
| Address: |  | | | |
|  |  | | | |
| Postcode: |  | email address: |  | |
| Contact Telephone Numbers | | | | |
| Day: |  | Mobile: | |  |
| **Referee 3** | | | | |
| **Referee 3** | | | | |
| Name: |  | Designation: | |  |
| Address: |  | | | |
|  |  | | | |
| Postcode: |  | email address: |  | |
| Contact Telephone Numbers | | | | |
| Day: |  | Mobile: | |  |

**Please ensure that you have provided full contact details for 3 referees**

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| **Disability** | | | | | |
| The Disability Discrimination Act 1995 and Amended Regulations 2005defines disability as follows: “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. NHS Scotland is “Positive About Disabled People”, and as such we provide job opportunities for disabled people. NHS Scotland operates **a Job Interview Guarantee (JIG),** which means that if you have a disability, **and meet the minimum criteria outlined within the person specification**, you will be guaranteed an interview. However, some disabled people prefer not to take this option, so please tick your preference if you are a disabled candidate. | | | | |
| **Do you want to participate in the guarantee scheme ?** | Yes |  | No |  | |
| Please specify any special requirements you require if attending for interview, e.g.: Induction Loop, Wheelchair Access, or Signer | | | | | |
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| **Driving Licence** (refer to Job Description / Person Specification – only complete if a driving licence is essential) | | | | |
| Do you have a driving licence ? | Yes |  | No |  |

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| If yes, which categories are you entitled to drive ? e.g.: B, BE, C |  |  |  |  |

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| **Where did you see this post advertised ?** | | |
|  | NHS Grampian Website Vacancy Page |  |
|  | SHOW (NHSScotland Website) |  |
|  | Job Centre Plus |  |
|  | S1 Jobs |  |
|  | Newspaper (which one ?) |  |
|  | Professional Journal (which one ?) |  |
|  | Other (please specify) |  |

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|  |  |  | | | **Part D** | | | |
|  |  | Reference: | | | LR 2180032 | | | |
|  |  | Candidate ID No: | | | 2025/006/001 | | | |
| **Equal Opportunities Monitoring** | | | | | | | | |
| We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to monitor applications we receive and compare the profile of people who apply with those appointed. Therefore this form asks you for your ethnic origin, gender, disability, religion, sexuality and age. **The information you provide in this part of the form (Part D) is confidential and is not used in the selection process. It will be separated from the rest of the form when we receive it.** | | | | | | | | |
| **1. If you are currently an employee of NHS Grampian, will getting this job be a promotion ?** | | | Yes |  | | No |  |

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| **2. You are:** | Female |  | Male |  |

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| **3. Have you undergone, are you undergoing or do you intend to undergo gender re-assignment ? e.g.: this includes having changed your sex (gender)** | Yes |  | No |  | Prefer not to say |  |

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| **4. What is your age ?** | | | | | |
| I am |  | years old, and my date of birth is |  |  |  |

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| **5. Do you have a physical, mental health condition or disability that:** | | | | | | | |
| * Has a substantial effect on your ability to carry out day to day activities * Has lasted or is expected to last 12 months or more | Yes |  | No |  | Prefer not to say |  |
| If you answered ‘yes’ please tick if it relates to the following: | | | | | | |

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| Learning Disability |  |  | Physical Impairment | |  |  |  |  |
| Long Standing illness |  |  | Sensory Impairment | |  |  |  |  |
| Mental Health Condition |  |  | Other (please describe) | |  |  |  | |
| Please describe any particular arrangements you would need for your work location: | | | |  | | | | |  |

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| **6. What is your ethnic group ?** |
| Choose **one** section from A to F, then ‘**tick’** the appropriate box to indicate your cultural background: |

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| 1. **White** |

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|  |  | Scottish |  |  |  | Irish |  |  | Other British |  |  | Any other White background |

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| 1. **Mixed** |

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|  |  | Any mixed background |

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| 1. **Asian; Asian Scottish; Asian British** |

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|  |  | Pakistani |  |  |  | Indian |  |  | Chinese |  |  | Any other Asian background |
|  |  | Bangladeshi | |

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| 1. **Black; Black Scottish; Black British** |

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|  |  | Caribbean |  |  |  | African |  |  | Any other Black background |

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| 1. **Other ethnic background** |

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|  |  | Any other background |

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| **7. To which religion, religious denomination or body do you actively belong ?** |

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|  |  | (Christianity) – Church of Scotland |  |  |  | Hinduism |  |  |  | Islam |
|  |  | (Christianity) – Roman Catholic |  |  |  | Sikhism |  |  |  | Buddhism |
|  |  | (Christianity) – Other |  |  |  | Judaism |  |  |  | Other faith / belief |
|  |  | No religion (none) |  |  |  |  |  |  |  | Prefer not to answer |

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| **8. Which of the following best describes your sexual orientation ?** |

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|  |  | Bisexual |  |  |  | Gay Man |  |  |  | Other |
|  |  | Heterosexual |  |  |  | Lesbian / Gay Woman |  |  |  | Prefer not to answer |