**APPLICATION FORM Ref: AIC Scotland Policy Manager**

Please complete this form and return it on or before the closing date specified via email to the address noted below. Late applications will not be considered. Candidates must outline clearly how their qualifications and experience meet both the essential and desirable requirements. All information given will be treated with the strictest confidence. Continuation sheets may be added if necessary.

**Return completed form to:** [Julia.corr@agindustries.org.uk](mailto:Julia.corr@agindustries.org.uk) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

F*or office use*: **Closing Date**: 09 January 2025 Date received: \_\_\_\_\_\_

**1. PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname: | Telephone number (Home): |
| Forenames: | Telephone number (Mobile): |
| Postal Address: | E-mail Address: |
| Postcode: |  |

**2. QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Level**  **(e.g. Degree/Diploma/**  **A Leve/GCSE/Other)** | **Subject/name of course and Place of Study** | **Grade attained** |
|  |  |  |

**3. MEMBERSHIP OF PROFESSIONAL BODIES**

|  |  |
| --- | --- |
| **Name of professional body** | **Grade Of Membership (Where appropriate)** |
|  |  |

**4. EMPLOYMENT HISTORY** *(Please list chronologically, starting with current or last employer)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Address of Employer and Nature of Business:** | **Dates of employment:**  **From:**  **To:** | **Job Title:**  **Job Function/ Responsibilities:** | **Final Salary and Reason for Leaving** |
|  |  |  |  |

**5. TRAINING**

|  |
| --- |
| **Details of training courses attended and awards achieved, if appropriate:** |
|  |

**6. SUITABILITY FOR THIS POSITION**

Please detail your suitability for this position under the relevant headings below stating when and where skills and experience were gained.

|  |
| --- |
| **Criteria 1** - *Give details of your experience that you feel is or will be relevant for this role:* |
| **Criteria 2** - *Give details of your specific political knowledge and interaction that may be relevant to this role:* |
| **Criteria 3** - *Give details of any relevant or specific agricultural knowledge / experience relevant to this role:* |
| **Criteria 4** - *Any other information that you feel makes you a suitable candidate for this role:* |

**7. REFEREES**

Please list the details of two persons who are willing to provide references for you; one of these should be your current employer. The referees should be persons who know you (but who are not members of your family) and who are qualified to give an opinion about how you are suitable for the post. Please note that we will not contact your current employer for a reference unless and until we are prepared to offer the post to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Address: | Address: |
| E-mail: | E-mail: |
| Telephone No.: | Telephone No.: |
| Relationship to you: | Relationship to you: |

**8. SPECIAL REQUIREMENTS**

Please list below any special requirements or reasonable adjustments that you may have if you are called to interview.

|  |
| --- |
|  |

**9. VERIFICATION OF INFORMATION**

|  |
| --- |
| I declare that all information which I have provided is correct. I understand that any false information given may result in a job offer being withdrawn or my employment terminated.  Signature: Date: |