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| 2007_01_17-16_05_09-logo-de-l-arche-tif[1] EDINBURGH | CONFIDENTIALReference Number: ……………… |

**APPLICATION FORM**

**Role Title: Service Administrator**

**A PERSONAL DETAILS**

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| --- |
| First Name(s)..................................................... Surname .............................................…….  Address ...................................................................................................................................................  ...................................................................................................................................................  ..............................................................................……………………………... Postcode ...........................  Telephone - (daytime) ………………………………………………… (evening) ……………………………………………………  E-mail ………………………………………………………………………………………………………………………………………  Mobile ……... ……………………………………………………………………………….  National Insurance No. ……./ ……./ ……./ …..../  Are you a Driver? ……………………………………. Do you have a clean driving licence? ……………………………………..  Do you have the right to work in the UK? YES 🞎 NO 🞎  **FOR NON-EU NATIONALS ONLY:**  Passport Number ...........................................…………………………………………………..  Do you have a visa for entering the UK? YES 🞎 NO 🞎  If YES, please state validity dates: ***from:*** ……. / …….. / ……. ***to:*** ……. / …….. / ……. |

**B EDUCATION & TRAINING**

List the highest level of education completed, and any relevant qualifications

|  |  |  |
| --- | --- | --- |
| Dates from/to | Educational Establishment | Qualification/Certificate gained |
|  |  |  |

**C OCCUPATIONAL EXPERIENCE:**

Please list jobs beginning with the most recent including any voluntary work.

(Use additional sheets as needed)

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| --- | --- | --- | --- |
| Dates from/to | Occupation  (brief description of role) | Name of employer  and a brief description of what you did | Reason for leaving |
|  |  |  |  |

**D CURRENT SALARY**  ……………………………………..

**E** DISCLOSURE OF CRIMINAL BACKGROUND

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| |  | | --- | | *Because L’Arche Communities involve staff spending time with vulnerable people, you must declare on this application form any unspent convictions/cautions, and the sentence you received. Spent convictions must also be disclosed on this application form* ***only*** *if the offence appears on the* ‘Offences Which Must Always Be Disclosed’ *list issued by Disclosure Scotland. Please consider this list before disclosing any spent convictions. At this stage, a spent conviction for an offence that does not appear on that list* ***should not be disclosed****. Should a conviction not on this list be disclosed unnecessarily at this stage, it will not play a role in our recruitment decision and we will not record the conviction in our files.  Should a criminal records disclosure reveal you have a spent conviction which appears on the separate ‘*Offences Which Are To Be Disclosed Subject To Rules’ *list issued by Disclosure Scotland, it may be taken into consideration by us at a later stage, however, you should not disclose it on this application form.*  *For further information, you should refer to the Disclosure Scotland website* [*www.disclosurescotland.co.uk*](http://www.disclosurescotland.co.uk)  *Successful applicants will be asked to undergo a check through the relevant Disclosure authority.*  *In line with L’Arche’s Equal Opportunities Policy, L’Arche does not discriminate against job applicants on the grounds of their criminal record unless it is relevant to their suitability to work with people who are at risk of harm. L’Arche uses information about criminal convictions solely to assess suitability for employment.*  *Any offer of employment is subject to a Disclosure Scotland check and any job offer may be withdrawn or employment terminated if L’Arche believes information about criminal convictions renders the individual unsuitable for work with adults at risk of harm.*  **Do you possess, or have you ever possessed, any convictions requiring declaration at this stage to a Scottish Social Care employer such as L’Arche for criminal offences, including any conditional discharges, admonitions, bindovers or cautions?**  YES 🞎 NO 🞎  ***If ‘YES’, please give full details on a separate sheet, clearly marked with your name and the date of this application, and signed.*** | |

**F** SAFER RECRUITMENT

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| *Please provide details of any disciplinary or grievance procedures and any “Live” formal warnings*  *Please declare any family or close relationship to existing employees and/or relatives of people using our service* |

**G SELF ASSESSMENT** *(Continue on separate page if necessary)*

a.) Please describe what attracts you to working for L’Arche, and for this role?

Please use this section to explain and evidence how you match the requirements of the person specification and job description.

*Continue on separate sheet if necessary*

**H** If appointed when would you be available to start ?…………………………………………

I Do you have any special requirements that might affect your application?

YES / NO

Please tell us if:

a. there are any reasonable adjustments we can make to assist you in your application?

b. there are any reasonable adjustments we can make to the job itself to help you carry it out?

**J REFEREES**

*Please give details of three referees who we may contact before interview stage. If there is any reason why we should not contact before interview stage please state \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| **1** | **Current or most recent employer**  Title, Initial(s) & Surname .......................................................................................................................................…..  Address ................................................................................................................................................................……  ................................................................................. Postcode ...........................................................................……  Telephone No. (Daytime) .................................................. (Evening) .....................................................................….  e-mail …………………………………………………………………………………………………………………………………  How many years has this person known you? ...................  In what capacity is this person known you?........................................................... |
| **2** | ***Next most previous employer***  Title, Initial(s) & Surname .......................................................................................................................................…..  Address ................................................................................................................................................................……  ................................................................................. Postcode ...........................................................................……  Telephone No. (Daytime) .................................................. (Evening) .....................................................................….  e-mail …………………………………………………………………………………………………………………………………  How many years has this person known you? ...................  In what capacity is this person known you? .......................................................... |
| **3** | **Additional Employment reference. References from personal friends are not accepted.**    Title, Initial(s) & Surname .......................................................................................................................................…..  Address ................................................................................................................................................................……  ................................................................................. Postcode ...........................................................................……  Telephone No. (Daytime) .................................................. (Evening) .....................................................................….  e-mail …………………………………………………………………………………………………………………………………  How many years has this person known you? ...................  In what capacity is this person known you? .......................................................... |

**K DECLARATION**

I declare that the information given on this form is to the best of my knowledge true and complete. I agree to any references being taken up and any police checks being made in connection with my application at the discretion of L’Arche.

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

**Return this form to L’Arche Edinburgh, Sugarbond Level 1, 2 Anderson Place, Edinburgh, EH6 5NP.**

**or by e-mail to** [**edinburgh@larche.org.uk**](mailto:edinburgh@larche.org.uk)

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*24 03 17 version*

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