

### Application Form

You should attempt to answer all relevant questions as fully as possible and it is strongly recommended that you read the person specifications and job description.

**Please note –** All documents relating to this post will be retained for a period of three months from the date of when a decision has been reached regarding the successful candidate. After this period unsuccessful applications will be destroyed.

# Complete this form in Black Ink or Typed

IF COMPLETING THIS FORM BY HAND, PLEASE WRITE CLEARLY. THANK YOU

**Vacancy title and location: HR Project Manager (Fixed Term 12 months)**

**National Office, Edinburgh**

|  |  |  |  |
| --- | --- | --- | --- |
| Personal details | **NB This information will not be used for short-listing purposes** | | |
| **For internal use only** | ***Candidate Ref Number*** |  | |
| 1. If you wish to use a title, please give it with your name e.g. Ms, Mr Mrs | b) Name: |  | |
|  | Address: |  | |
| 1. If we need to telephone you at your place of work, we will not identify in any way who we are or why we are calling | Day Tel No: |  | |
| Mobile No: |  | |
| Email address |  | |
|  |  | |
| If successful, how soon would you be able to start? | |  |
|  | | | |
| Where did you hear about this vacancy? | | | |

Please return your completed application before

9am Monday 11th February 2019

to:

Recruitment - Confidential

Support in Mind Scotland

6 Newington Business Centre, Dalkeith Road Mews, Edinburgh, EH16 5GA

or by email to [admin@supportinmindscotland.org.uk](mailto:admin@supportinmindscotland.org.uk)

Late applications will not be accepted

Do not attach a CV – any received will not be considered.

I certify that the information on this application form is correct to the best of my knowledge. I consent to Support in Mind Scotland checking any information I am unable to verify personally. Should any information I submit prove to be false, inaccurate or misleading I understand my application will be disqualified and, if appointed, may lead to my dismissal.

Signed ………………………………………………………….. Date ……………………………..

*For internal use only - Candidate Reference Number*

*It is important that you complete all sections fully as the information you provide will enable us to decide whether or not to invite you for interview. You should read the accompanying job description and person specification and consider carefully whether your experience matches what we are looking for.*

## 2 Education & Training

|  |  |  |
| --- | --- | --- |
| Subject | Course Provider | Duration of Course  And dates attended |
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Please list any training you have received or are currently undertaking which did not lead to a qualification but which you feel is relevant to the advertised post

|  |  |  |
| --- | --- | --- |
| Subject | Course Provider | Duration of course  and dates attended |
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**3 Current Employment (or most recent employment)**

|  |
| --- |
| Name & Address of Organisation |
| Post Held Salary |
| Dates of employment (from – to) |
| Reason for leaving |
| Please give information about your current or most recent post. Please use a continuing page or create more space, if required |

1. **Employment History (start with most recent)**

|  |
| --- |
| Name & Address of Organisation |
| Post Held Salary |
| Dates of employment (from – to) |
| Reason for leaving |
| Duties/responsibilities |
| Name & Address of Organisation |
| Post Held Salary |
| Dates of employment (from – to) |
| Reason for leaving |
| Duties/responsibilities |
| Name & Address of Organisation |
| Post Held Salary |
| Dates of employment (from – to) |
| Reason for leaving |
| Duties/ responsibilities |
| Name & Address of Organisation |
| Post Held Salary |
| Dates of employment (from – to) |
| Reason for leaving |
| Duties/ responsibilities |

**5 Other Current Activity**

If you are not currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in voluntary employment or studying or unemployed or working in the home etc.

|  |
| --- |
|  |

**6 Other Previous Experience (unpaid)**

|  |  |  |
| --- | --- | --- |
| Name and address of organisation (if any) | Duties and responsibilities | Length of experience |
|  |  |  |
|  |  |  |
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**7 Are you a member of the PVG Scheme? Yes/No**  (Delete as appropriate)

If yes please give your PVG Scheme Membership Number **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If yes please state which regulated work your PVG relates to **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Adults, children or both)

## 8 Personal Statement

*This section is to give specific information in support of your application. This is your chance to tell us, with examples, why you would a suitable candidate for this post. You must be able to demonstrate on this application form and at interview, if called, that you can satisfy the essential aspects of the Person Specification.*

|  |
| --- |
|  |

Please use a continuing page or create more space if required

## 9 Relationships

Are you related to or do you have a close personal relationship with staff or service users at the work place of this post? Yes/No If yes please explain the nature of this relationship.

|  |
| --- |
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|  |

**10 Please state if you are registered with a professional body (e.g. SSC, Nursing & Midwifery Council) or a member of a professional association.**

|  |  |  |
| --- | --- | --- |
| Name of Body/Association | Date Joined | Membership No |
|  |  |  |
|  |  |  |
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## 11 References

**Please supply details of two referees. These should not include relatives or purely personal friends. *One reference must be from your current or most recent employer*.**

### Employment at Support in Mind Scotland is subject to receipt of two satisfactory references and you will be unable to start until we have received references for you. If for any reason, references do not check out satisfactorily, we will contact you.

## First Reference

|  |
| --- |
| Name: |
| Full postal address: |
|  |
|  |
| Tel No: |
| E-mail address: |
| Occupation: |

## Second Reference

|  |
| --- |
| Name: |
| Full postal address: |
|  |
|  |
| Tel No: |
| E-mail address: |
| Occupation: |

###### Equality and Diversity Recruitment Monitoring Form

#### Guidelines for the completion of the recruitment monitoring form

As Support in Mind Scotland is striving to ensure equality of opportunity in its employment policies, we have decided to monitor our recruitment practices. This will help us to identify areas of under-representation in our workforce and to assess those areas where positive action is needed.

Your co-operation in completing this form would be greatly appreciated. **We must stress that any information you give will be strictly confidential to the Personnel Section and will not be used in the selection process. On receipt this form will be separated from your application form and referred to only for monitoring purposes.**

You are not obliged to answer any of the questions, but you will appreciate that, for our monitoring policy to be wholly effective, we should hope to have 100% response. If you do not wish to answer any question(s), this will not affect your application in any way.

There follows an explanation of some of the sections where appropriate. Thank you for your time.

**Post Applied for - hr project manager, National Office**

## 1 Ethnic Group

### Guidelines: Ethnic Group

We appreciate that some people including those of mixed race, may not be happy with the classification used on monitoring forms, The classifications we have used are those developed by the Commission for Racial Equality for the 2001census in Scotland. If you wish to classify yourself in some other way, please use the additional space provided to do so.

## 

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **White** |  | **Asian, Asian Scottish, or Asian British** | |  | |
| Scottish |  | | Indian | |  |
| Other British |  | | Pakistan | |  |
| Irish |  | | Bangladeshi | |  |
| Any other white background |  | | Chinese | |  |
| Please state |  | | Any other Asian background | |  |
|  |  | | Please state | |  |
| Black, Black Scottish, or Black British |  | | Mixed | |  |
| Caribbean |  | | Any other mixed background | |  |
| African |  | |  | |  |
| Any other black background |  | |  | |  |
| Please state |  | |  | |  |
| Other ethnic background |  | |  | |  |
| Any other background |  | |  | |  |
| Please state |  | |  | |  |

**2 Gender**

I am (please tick):

Male Female Transgender Other Prefer not to say

**3. Age**

I am of the following age range (please tick):

20 or under 20 - 29 yrs 30 - 39 yrs

40 - 49 yrs 50 - 59yrs 60 + yrs

Prefer not to say

## 4 Disability

## *Guidelines: Disability*

*We understand that many employees may not declare disability because of possible discrimination against them by employers in the selection process. Support in Mind Scotland is keen to ensure that those with disabilities do not feel discriminated against and that adjustments and adaptations are made where needed.*

*We would like to know how many people with disabilities we attract to apply to work with Support in Mind Scotland, so that we can monitor the effectiveness of our policies.*

a) I have a mental disability

b) I have a physical disability

If you have a disability, what equipment, adaptations or adjustments to working conditions would assist you in carrying out your duties.

Please specify

If you tick either of the above boxes and are shortlisted for interview, please contact National Office to ensure that interview arrangements are to your satisfaction.

#### 5 Guidelines: Sexual Orientation

We appreciate that some people may find the question on sexual orientation to be an extremely personal one and we must therefore re-iterate that you are under no obligation to answer it. However, Support in Mind Scotland is particularly aware of discrimination in employment relating to sexual orientation and in order to promote policies which actively work against such discrimination, it is important that we attract those of all sexual orientations to work with us.

I would describe myself as (please tick):

Heterosexual Lesbian Other

Homosexual Bisexual Prefer not to say

## 6 Media Response

Where did you see this post advertised?

## 7 Comments

Do you have any comments on our monitoring form?