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| **Personal Details** | | |
| Surname: | | Title: |
| Forenames: | | |
| Surnames by which you have been known: | | |
| Permanent Address: | | |
| Address for correspondence if different: | | |
| Job applied for: | | |
| Telephone (day): | Evening: | |
| Mobile: | Email: | |
| NI Number: | | |
| Do you require a work permit? **YES / NO**  If YES do you have a current work permit? **YES / NO**  If YES, please give expiry date:  If you are shortlisted, when you are invited for interview you will be asked to bring your proof of your right to work the UK. | | |
| Have you ever been convicted of a criminal offence, other than a spent conviction under “The Rehabilitation of Offenders Act 1974”?  **YES / NO** If yes please give details:  Please note: a satisfactory PVG check by way of Disclosure Scotland is required for this appointment. | | |
| Declaration:  I declare that the information provided in my application form is, to the best of my knowledge, true and complete. I understand that, if having been offered employment, I have provided misleading or false information, or withheld relevant information from my application form or during my interview/s, such an offer of employment may subsequently become void. I also understand that if I have already commenced employment I shall be dismissed without notice. All or parts of the information on this form may be stored on computer files and used for employment purposes. Such use will be subject to Scouts Scotland Privacy and Data Protection Policies in line with the GDPR. These can be found on our website or can be supplied upon request.  Signed: Date:  If returning by email, please indicate that you have read and understood the above declaration by crossing this box: | | |

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| **Section 1: Current / Most recent employment:** | | |
| Job title: | | |
| Current salary / benefits: | | |
| Employment dates: | | |
| From: | To: | Notice period: |
| Employer’s name and address: | | |

Please outline your main duties, responsibilities and achievements:

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Please give you reason(s) for leaving, or wishing to leave your current employment:

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| **Section 2: Current / Most recent employment:** |

Please tell us about your previous employment experience, beginning with most recent:

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| --- | --- | --- | --- |
| Job title: | From: | | To: |
| Employer’s Name and Address: | | | |
| Please outline your main duties, responsibilities and achievements: | | | |
| Reason for leaving: | | Final Salary: | |

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| --- | --- | --- | --- |
| Job title: | From: | | To: |
| Employer’s Name and Address: | | | |
| Please outline your main duties, responsibilities and achievements: | | | |
| Reason for leaving: | | Final Salary: | |

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| --- | --- | --- | --- |
| Job title: | From: | | To: |
| Employer’s Name and Address: | | | |
| Please outline your main duties, responsibilities and achievements: | | | |
| Reason for leaving: | | Final Salary: | |

Please continue on another sheet of paper if you feel further prior experience is relevant.

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| **Section 3: Employment breaks** |

Please tell us about any breaks in employment or unpaid / voluntary work undertaken:

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| **Section 4: Membership** |

If you have been a member of the Scouts or similar youth membership organisation such as Girl Guiding, please give details of your service:

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| **Section 5: Education** |

**Secondary Education:**

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| --- | --- | --- | --- | --- |
| Schools | From | To | Examinations taken | Grade |
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**Further Education:**

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| --- | --- | --- | --- | --- |
| College / University | From | To | Title of Course | Qualification |
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**Membership of Professional Institutions or Societies:**

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| Name of Institute / Professional Body | Grade of Membership | Membership Criteria (exams/experience) |
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| **Section 6: Other relevant skills** |

Please tell us about other relevant qualifications / skills / abilities and indicate your level of competence:

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| **Section 7: General Information** |

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| Do you have a current full driving licence? **YES / NO**  Do you have access to a car for work purposes? **YES / NO**  Do you have any endorsements **YES / NO** |
| Do you have any requirements you may need should you be invited to interview? |

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| **Section 7: Supporting information** |

**Please explain your reason for applying for this post. You should tell us about how your skills and experiences meet the requirements of this post as set out in the Person Specification. We would like to hear about what contribution you could make to this post.**

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| **Please continue on a separate sheet if necessary.** |
| **Section 8: References** |

Please provide employment references for your last two employers starting with your most recent. If you have recently left full time education, then please provide details of a teacher or lecturer or one reference from an organisation where you have volunteered.

We will not contact your current employer unless you are successful and an offer of employment has been made.

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| **Current or most recent employer reference** |
| Name: |
| Profession: |
| How known to you: (e.g. line manager) |
| Address: |
| Telephone number: |
| Email: |
| Do you require notice before references are requested? **YES / NO** |

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| **Previous employer reference** |
| Name: |
| Profession: |
| How known to you: (e.g. line manager) |
| Address: |
| Telephone number: |
| Email: |
| Do you require notice before references are requested? **YES / NO** |

Guidance for completing your Application Form

Please read these guidance notes and information carefully prior to completing your Application Form.

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| **The Recruitment Process at Scouts Scotland** |

Scouts Scotland is committed to equal opportunities throughout all areas of our HR practice. It is therefore the policy of Scouts Scotland to practise fair and non-discriminatory employment recruitment. The aim of our recruitment policy is:

* To ensure all applicants are given an equal opportunity
* To ensure Scouts Scotland recruits the most qualified and experienced applicant for the position.

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| **Data Protection Policy** |

In compliance with the General Data Protection Regulations, information provided by you on the application form may be copied for use during the recruitment procedure. Once the recruitment procedure is completed, your data will be stored for six months and then destroyed. If you are the successful candidate, your application form will be kept as part of your personnel record.

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| **Job Description and Personal Specification** |

All posts advertised by Scouts Scotland are supported by a Job Description and Person Specification. You will need the information on these documents to enable you to complete your Application Form.

The Job Description outlines the key responsibilities of the post together with the purpose of the post and to whom the post holder is responsible.

The Person Specification details the attributes and competencies required by the successful candidate. The selection panel will use this information when assessing your suitability for the post. You should consider in what ways you have the relevant skills, experience and knowledge and provide sufficient information on your application to demonstrate this.

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| **The Application Form** |

The information provided in this plays a key part in the recruitment process. With reference to the Job Description and Person Specification, you should demonstrate on this form how you meet the job requirements. You must therefore clearly show how your skills, experience and qualifications match the requirements detailed in the Person Specification.

Remember to explain any gaps in your employment history and also to state your reason for leaving employment.

The applicants who will be invited for interview are those who most closely meet the requirements set out in the Job Description and Person Specification.

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| **Selection** |

The applicants who appear from the information provided on the application form to be the best qualified and who have the experience required, will be invited to attend an interview. The interview panel will recommend from the interviews the candidate/s most suitable for the position. External candidates will be made an offer subject to pre-employment checks which are two references and a satisfactory Basic Disclosure.

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| **References** |

All offers of employment to external candidates are conditional until two satisfactory references and a Basic Disclosure have been received. Referees should include your present/most recent employer. If you have not previously worked or have undergone further professional study, please give the name of your teacher/tutor. Please note that referees who are related to you will not be accepted. We will not contact referees until an offer has been made and approval has been provided by the successful candidate/s.

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| **Protection of Vulnerable Groups (PVG) Scheme and Disclosures** |

Within Scouts Scotland certain positions are deemed as exempt under the Rehabilitation of Offenders Act 1974. You should ensure that you have completed the section which relates to the Rehabilitation of Offenders Act 1974.

Due to the focus of our work with young people, if you are appointed you may be required to submit a PVG Scheme Application or Basic Disclosure Application. A disclosure will be obtained by Scouts Scotland from Disclosure Scotland. This provides Scouts Scotland with a means to check the background of applicants to ensure they are suitable to undertake the appointment on offer. Employment is conditional on the Disclosure report being acceptable. Further information on the Scheme can be obtained by phoning Disclosure Scotland on 0870 6096006 or by visiting the Disclosure Scotland web site at: <http://www.disclosurescotland.co.uk/disclosureinformation/pvgscheme.htm>

***Your comments***

It is the policy of Scouts Scotland to practise a fair and non-discriminatory recruitment process, thereby giving all applicants an equal opportunity during the recruitment process and ensuring that Scouts Scotland recruits the right applicant for each position.

If you feel you have been treated in a discriminatory or unfair manner during the recruitment and selection process, or there was an aspect of the procedure that you feel did not comply with the aim of our policy, you should raise your concern in writing and direct it to the Chief Executive, Scouts Scotland, Fordell Firs, Hillend, Dunfermline, Fife, KY11 7HQ