# New logoApplication for Employment

**Candidate No.**

**Chief Executive Officer**

**Important Note:**

Sections A to C and Section G (the first and last two pages) will be detached from the rest of the application and that information will not be available to the selection panel.

**How to Apply**

When completing your application please ensure that you pay close attention to the criteria outlined in the Job Description and Person Specification. CVs will not be given consideration**.**

In your supporting statement you should highlight any particular additional strengths that you believe you would bring to the post of Chief Executive.

**Section A – Personal Details**

|  |
| --- |
| First Name Surname  Address  Postcode Email  Contact telephone number/s: Home Mobile  Work |

**Section B – Health Information**

|  |
| --- |
| Applications from disabled candidates are welcomed and we will make every effort to ensure a fair selection process.  Please note that our office is situated on the first floor and it has proved impossible to provide lift access.  Please describe below any reasonable adjustments which you feel should be made during the recruitment process and subsequently, if you are successful in your application, which would enable you to carry out the job duties.  Details: |

## Section C – General Information

|  |
| --- |
| Are you currently eligible for employment in the UK? Yes 🞏 No 🞏  (You will be required to provide proof of this before commencing employment)  **REHABILITATION OF OFFENDERS ACT 1974** - If you have previously been convicted of any offences, please give details below unless the conviction can be regarded as “spent” in terms of the Rehabilitation of Offenders Act 1974. The position which you have applied for has been assessed as eligible for an Enhanced Disclosure check and this will be carried out prior to confirmation of employment.  Details: |

**Section D- Education and Training**

**Candidate No.**

Please list examination passes achieved at school or in further education

|  |  |  |
| --- | --- | --- |
| Qualification / level | Subject | Grade |
|  |  |  |
|  |  |  |
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|  |  |  |
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Please provide details of any higher education undertaken

|  |  |  |
| --- | --- | --- |
| University or college | Degree or qualification obtained | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide details of any professional qualifications held and not listed above

|  |  |  |
| --- | --- | --- |
| Qualification | Relevant body | Duration |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Other training relevant to this application | | |
| Name of Course | Provided by | Duration |
|  |  |  |

**Section E – Employment Record**

**Candidate No.**

|  |
| --- |
| Present or most recent employment Name and address of employer: Post:    Dates employed:    Reason for leaving:  Salary:  Notice required: |

|  |
| --- |
| Summary of your duties and responsibilities related to the above post |

**Candidate No.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous Employment** (Please continue on additional sheet if necessary)  Please ensure that you account for any gaps in your employment record. | | | | |
| Name and address of employer | Dates | | Post title and brief details | Reason for leaving |
| and nature of business | From | To | of main duties |  |
|  |  |  |  |  |

**References**

Please name two referees, at least one of whom should be your present or last employer.

Name Name

Address Address

Tel no. Tel no.

Occupation Occupation

Email Email

*I wish to be notified prior to these referees being contacted. Yes No*

**Candidate No.**

Section F – Supporting Statement

|  |
| --- |
| Please give us examples, from your previous experience, in each of the Principal Area of Responsibility. |

**Candidate No.**

**If the person specification for the role applied for requires a driving licence:**

Do you hold a current full driving licence? Yes No Do you have access to a car? Yes No

**Storage of Sensitive Information**

|  |  |  |  |
| --- | --- | --- | --- |
| The personal information given on this form will be treated in confidence and will not be disclosed to any third parties except permitted by law or where consent has been given. The information given is being gathered for internal consideration by Gateway  We will store this Application Form in a secure and safe manner. The information gathered on the form will be retained for no longer than is necessary for the purposes of processing the application.  I authorise the collection of this information by Gateway so that it may be used for the above purpose. It will be my responsibility if any information is incomplete or incorrect. I am aware that I am able to access, according to the Data Protection Act 1998, the information regarding my personal data that is kept by Gateway, by providing a written request. I can also request the correction, addition, or elimination of any data in writing. | | | |
| Signature |  | Date |  |

Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that to the best of my knowledge and belief all particulars I have given in this and the accompanying pages of the application form are complete and true and will be treated as part of any subsequent contract of employment. I understand that any false or misleading statement or any significant omission in this application could result in termination of employment.  I understand that any offer of employment will be subject to receipt of evidence of my eligibility to work in the UK, satisfactory references, satisfactory Disclosure results, and that the post is subject to a six month probationary period. I authorise Gateway to verify information contained in this application via telephone, e-mail, fax or letter. I understand that third parties may be consulted to verify qualifications, criminal convictions, health information and/or other details provided should this be necessary. | | | |
| Signature |  | Date |  |

|  |  |
| --- | --- |
| **Where did you find out about this post?** |  |

**End**

**Section - G**

**Equalities Monitoring Form**

**Mark your answers with an X**

|  |  |  |  |
| --- | --- | --- | --- |
| **What is your gender?** | | | |
| Male | Female | Transgender | Prefer Not To Say |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Age:** | | | | | | |
| 16-25 | 26-35 | 36-45 | 46-55 | 56-65 | 65+ | Prefer Not To Say |

|  |  |  |
| --- | --- | --- |
| **What is your date of birth?** |  | Prefer Not To Say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Which of the following options best describes how you think of yourself?** | | | | |
| Heterosexual/Straight | Gay/Lesbian | Bisexual | Other | Prefer not to say |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What religion, religious denomination or body do you belong to?** | | | | |
| None | Church of Scotland | Roman Catholic | Other Christian | Muslim |
| Buddhist | Sikh | Jewish | Hindu | Pagan |
| Other, please specify: | | | Prefer Not To Say | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Do you have a physical or mental condition or illness lasting or expected to last 12 months or more?** | | | |
| Yes | No | Don’t Know | Prefer Not To Say |

|  |  |
| --- | --- |
| **Does this condition affect you in any of the following areas?** | |
| Vision | Mental Health |
| Hearing | Stamina, fatigue or breathing |
| Mobility | Learning, understanding or concentrating |
| Dexterity | Socially or behaviourally |
| Memory | None of the above |
| Other, please specify: | |
| Prefer not to say | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **What is your ethnic group?** | | | | | | | |
| Choose ONE section from A to F, then mark with an **X** that which best describes your ethnic group or background | | | | | | | |
| A - White | | | | | | | |
| Scottish | Other British | | Irish | | Romany Gypsy | | Irish Traveller |
| Other white ethnic group, please specify: | | | | | | | |
| B – Mixed or multiple ethnic group | | | | | | | |
| Other, please specify: | | | | | | | |
| C – Asian, Asian Scottish or Asian British | | | | | | | |
| Pakistani, Pakistani Scottish or Pakistani British | | Indian, Indian Scottish or Indian British | | | | Bangladeshi, Bangladeshi Scottish or Bangladeshi British | |
| Other, please specify: | | | | | | | |
| D – African | | | | | | | |
| African, African Scottish or African British | | | | | | | |
| Other, please specify: | | | | | | | |
| E –Caribbean or Black | | | | | | | |
| Caribbean, Caribbean Scottish or Caribbean British | | | | Black, Black Scottish or Black British | | | |
| Other please specify: | | | | | | | |
| F – Other ethnic group | | | | | | | |
| Arab, Arab Scottish or Arab British | | | | | | | |
| Other, please specify: | | | | | | | |
| G – Prefer not to say | | | | | | | |
| Prefer not to say | | | | | | | |