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| **Position applied for**:  **APPLICATION FORM** | | | |  | | | | | | | | **Service:** please select. | | | | | | | | |
| Full-time  Part-time  Relief | | | | | | | | | | | | | | | | | | | | |
| **EQUAL OPPORTUNITES**  No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship. **Only Pages 4-7 will be made available to short-listing panels. Pages 1-6 would then be used by the interviewing panel if you are selected for interview.**  **DATA PROTECTION**  Birchwood Highland obtains and processes personal data, including sensitive data, relating to your job application. We are a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you as part of our application and selection process. Our Privacy Notice for Candidates is applicable to you because you are applying for work with us (whether as an employee, worker, contractor, or volunteer). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR). Our Privacy Notice for Candidates is available at [www.birchwoodhighland.or.uk/vacancies/](http://www.birchwoodhighland.or.uk/vacancies/) or please email us at [info@birchwoodhighland.org.uk](mailto:info@birchwoodhighland.org.uk) to obtain a copy. | | | | | | | | | | | | | | | | | | | | |
| **Personal Details** | | | | | | | | | | | | | | | | | | | | |
| Surname | |  | | | | | | Forename | | | | | |  | | | | | |  |
| Name Known | |  | | | | | | | | | | | | | | Title | | |  |  |
| Address | |  | | | | | | | | | | | | | | | |  | | |
|  | |  | | | | | | | | | | | | | | | |  | | |
|  | |  | | | | | | | Postcode | | | |  | | | | |  | | |
| Contact phone number | | | | | Day | |  | | | | | | Evening | | | |  | | |  |
|  | | | | | Mobile | |  | | | | | |  | | | | | | | |
| Email Address | | |  | | | | | | | | | | | | | | | | |  |
| What is your preferred method of contact? | | | | | |  | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | |
| **Work Permit**  Do you need a work permit to take up this post? | | | | | | | | | | | Yes  No | | | | | | | | | |
| **Working in the UK**  Are you eligible to work in the UK? | | | | | | | | | | | Yes  No | | | | | | | | | |
| **Disability Confident Committed Employer**  Do you have a disability? People who identify themselves as having a disability who are assessed as meeting the minimum criteria for the post will be offered an interview where practicable and appropriate. Please tick yes if you wish your application to be considered on this basis. | | | | | | | | | | Yes  No | | | | | | | | | | |
| **Declaration**  If any item of information given on this form is subsequently found to be false, I understand this could result in the termination, summary dismissal or variation of any offer of employment. I agree that, if an offer of employment is made, the company may approach my current/past employers for references. I understand that completion of this form does not imply intent or obligation on the part of this organisation to provide employment.   * I have completed all pages of this application form and the details I have supplied are, to the best of my knowledge, true and complete; * I understand that if appointed to this post the information on this form will be kept as part of my personal file record; * I understand that details of educational qualifications, membership of professional bodies and referee reports may be verified through the establishments and individuals I have indicated;   I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the General Data Protection Regulation; | | | | | | | | | | | | | | | | | | | | |
| **Signed:** |  | | | | | | | | | | | | | | **Date:** | |  | | | |
| **Convictions**  In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. [*Some offences must always be disclosed, some offences do not need to be disclosed and some offences must be disclosed in specified circumstances.*]  The rules are complicated, so it is important you read the guidance as part of making your application.    Birchwood Highland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:   * For posts in regulated work – Protection of Vulnerable Groups Scheme membership * For all other posts which are subject to a criminal conviction record check – A Police Act check   Please see attached documents for full information on offences which **must always** be disclosed and on offences which are to be disclosed **subject to rules**. | | | | | | | | | | | | | | | | | | | | |
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| **Signed:** |  | | | | | | | | | | | | | | **Date:** | |  | | | |

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| **Membership of Professional or Regulatory Bodies** | | | | | | | | | | | | | | |
| Name of Organisation | | | | | Registration Number | | | | | Renewal Date | | | | |
|  | | | | |  | | | | |  | | | | |
| Are you an existing member of the PVG scheme? | | | | | | | | Yes  No | | | | | | |
| **Driving License**  Do you hold a full driving license? | | | | | | | | Yes  No | | | | | | |
| **Education and Qualifications** **Achieved**  (Copies of all qualifications claimed must be submitted with applications) | | | | | | | | | | | | | | |
| **Institution**  (name and address) | | | | **Level/Subject**  (E.g. Highers /SVQ/Degree etc.) | | | | | **Results** | | | | **Date** | |
|  | | | |  | | | | |  | | | |  | |
| **Qualifications Currently Working Towards** | | | | | | | | | | | | | | |
| **Subject** | | | | **Level**  (E.g. Highers /SVQ/Degree etc.) | | | | | **Result Anticipated** | | | | **Date Anticipated** | |
|  | | | |  | | | | |  | | | |  | |
| **Employment** | | | | | | | | | | | | | | |
| Current/Latest Post | | | | | | | | | | | | | | |
| Job Title | |  | | | | | | | | | | | |  |
| Employer | |  | | | | | | | | | | | |  |
| Dates of Employment | | | From | | |  | | | To | |  | | |  |
| Salary | |  | | | | | | | | | | | |  |
| Notice Period | |  | | | | | | | | | | | |  |
| Reason for Leaving | |  | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | |
| **Employment History** | | | | | | | | | | | | | | |
| Start with your most recent employment first and work down the page | | | | | | | | | | | | | | |
| **Job Title** | **Employer** | | | | | | **Date From** | | | | | **Date To** | | |
|  |  | | | | | |  | | | | |  | | |
|  |  | | | | | |  | | | | |  | | |
| **Statement in Support of Application**  (Please tell us your personal qualities, skills, attributes, experience and any achievements, and show how they match those needed for this job) | | | | | | | | | | | | | | |
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| **Referees** | | |
| Your referees will include your present (or most recent) employer. Please identify below the person in your organisation who is authorised to confirm your employment and the details given in your application. Please identify a second referee who may have closer knowledge of your skills, knowledge and abilities and who may offer opinion on your suitability for this post. **You should not use family members or friends**. Our pre-employment screening also includes, where appropriate, health and fitness for work, criminal records, qualifications and professional registration.  **Note that references will only be taken up for preferred candidates following interview.** | | |
| Name: | | Name: |
| Title: | | Title: |
| Address: | | Address: |
| Telephone: | | Telephone: |
| Email: | | Email: |
| Are there any particular requirements that you may have should you be invited to interview? | | Yes  No |
| If so, please state here |  | |

**EQUAL OPPORTUNITIES MONITORING**

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| --- | --- | --- | --- | --- | --- | --- |
| This form will be detached from your application and will be used solely for monitoring purposes.  Birchwood Highland recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community. | | | | | | |
| **Ethnicity** | | | | | | |
| White | British  Irish  Other White background\* | | | | | |
| Mixed or Mixed British | White & Black Caribbean  White and Black African  White and Asian  Other Mixed background\* | | | | | |
| Black or Black British | Caribbean  African  Other Black background\* | | | | | |
| Asian or Asian British | Indian  Pakistani  Bangladeshi  Chinese  Other Asian Background\* | | | | | |
| Other Ethnic Group | Other Ethnic Group\* | | | | | |
| \*Please Specify | | | | | | |
| **Gender** | please select. | | | | | |
| **Sexual Orientation** | please select. | | | | | |
| **Age** | 16-24  25-34  35-44 | | | | 45-54  55-64  65+ | |
| **Disability** | | | | | | |
| The Disability Discrimination Act 1995 defines disability as “A physical or mental impairment, which has a substantial and long-term effect on the person’s ability to carry out normal day-to-day activities”. | | | | | | |
| Do you consider yourself to have a disability? | | | | Yes  No  Prefer not to answer | | |
| If yes, please state nature of disability: | | | | | | |
| **Religion** | | | | | | |
| Buddhist  Christian - Protestant  Christian - Roman Catholic  Hindu  Jewish | | | Muslim  Sikh  None  I prefer not to answer  Other\* | | | |
| \*Please Specify | |  | | | | |
| **How did you become aware of this vacancy?** | | | | | | |
| Medium: | | | | | | Date: |

**Thank you for taking the time to complete this questionnaire.**

All applications for all services must be sent to:  
**Birchwood Highland, Head Office, 59 Tomnahurich Street, Inverness, IV3 5DT*.***Applications may be emailed to info@birchwoodhighland.org.uk