**CONFIDENTIAL APPLICATION FOR EMPLOYMENT**

Please complete Parts A, B, & C: Print in **black ink** or type and

return it by no later than the deadline**.**

**Late applications will not be accepted**.

### Part A

### Personal

**POST DETAILS**

|  |  |  |
| --- | --- | --- |
| Post Title: Children & Youth Worker | | |
| Closing Date  16th June 2019 | How did you hear of this post? | *For Office Use:*  *Applicant Number* |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Postcode |  |
| Email address |  |
| Tel no |  |

|  |
| --- |
| We are committed to being an Equal Opportunities Employer and do not discriminate in any way.  If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview or if successfully employed? Please give details below. |

**REFERENCES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Occupation** |  | **Occupation** |  |
| **E-mail** |  | **Email** |  |
| **Organisation** |  | **Organisation** |  |
| **Address** |  | **Address** |  |
|  |  |  |  |
|  |  |  |  |
| **Post Code** |  | **Post Code** |  |
| **Tel No** |  | **Tel No** |  |
| **Relationship to applicant** |  | **Relationship to applicant** |  |

***Referees will not be contacted prior to interview***

**DECLARATION**

I confirm that all the information contained in Part A – Personal Information, Part B – Equal Opportunities Monitoring Information and Part C – Application for Employment is to the best of my knowledge correct and accurate. I understand that withholding or giving false information may be sufficient grounds for cancelling any agreements made.

I understand that the information provided in this application and monitoring form will be held and may be processed in keeping with the Data Protection Act 1998 for the purposes of employment and equal opportunities monitoring.

**Data Protection Act 1998**

Please read and sign below:

In applying for this post, I give my consent to Ruchazie Parish Church holding and processing data which is relevant to the recruitment process. This includes sensitive personal data which will be used for monitoring purposes.

Applicant’s Signature Date

### Part B

### Part B of the form will not form part of the selection process

**Equal Opportunities Monitoring Information**

The information you provide below will be treated as strictly confidential and will not form part of the selection process.

We are committed to the principles of equal opportunities and aim to be an equal opportunities employer. To assist us in monitoring our progress in this, you are asked to complete the follow sections.

**Please tick the relevant box in each of the sections below**

Section 1: Gender Section 2: Age

Are You Are you

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Female |  | Male |  |  |  | 16-19 |  | 20-24 |  | 25-39 |  |
| Other |  | Prefer not to say |  |  |  | 40-59 |  | 60-64 |  | 65 + |  |
|  |  |  |  |  |  | Prefer not to say | | | | |  |

Section 3: Ethnic Group (background or culture)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White Scottish |  | Other (South) Asian |  | Pakistani |  |
| Other White British |  | Chinese |  | Bangladeshi |  |
| White Irish |  | Caribbean |  | Mixed |  |
| Other White |  | African |  | Other |  |
| Indian |  | Black Scottish and other Black |  | Prefer not to say |  |

Section 4: Disability – do you consider yourself to have;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| No disability or impairment |  | A sensory impairment |  | A learning disability |  |
| A physical impairment |  | A mental health condition |  | Any other disability or impairment |  |
| Prefer not to say |  |  |  |  |  |

**Note:** The disability categories used are broadly based on the definition of a disabled person in the Disability Discrimination Act 1995 as “someone with a physical or mental impairment which has a substantial or long term effect upon his/her ability to carry out normal day to day activities.

Section 5: Religion:–

Which of the following religions, religious denominations or bodies do you currently belong to?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| None |  | Jewish |  | Other Christian |  |
| Church of Scotland |  | Muslim |  | Other Religion |  |
| Roman Catholic |  | Sikh |  | Buddhist |  |
| Hindu |  | Prefer not to say |  |  |  |

Section 6: Sexual Orientation - Are you

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Gay |  | Transgender |  |
| Bisexual |  | Lesbian |  | Prefer not to say |  |

### Part C – Application for Employment

Part C of the form will be used for shortlisting by the selection Panel

|  |  |
| --- | --- |
| Post Title: | For office use:  Applicant Number |

**EDUCATION and TRAINING BACKGROUND**

|  |  |  |  |
| --- | --- | --- | --- |
| Date  (from – to) | Education or Training Qualification | Name of Establishment | Grade/  Band of Pass  (where applicable) |
|  |  |  |  |

**Additional Qualifications/Training Courses and Membership of Professional Bodies**

|  |
| --- |
|  |

***CURRENT* EMPLOYMENT / *CURRENT* VOLUNTARY WORK RECORD**

|  |  |  |
| --- | --- | --- |
| Name and location of Current or Most Recent Employer or Voluntary Organisation: | From: | To: |
| Salary | Notice Period |
| Job Title and Brief Summary of Description of duties and responsibilities. | | |

***PREVIOUS* EMPLOYMENT / VOLUNTARY WORK RECORD (Please start with *most recent* and work back)**

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  (from – to) | Employer’s name and location | Post Title andBrief Summary of Responsibilities | Reason for Leaving |
|  |  |  |  |

**SKILLS AND EXPERIENCE**

|  |
| --- |
| **By using specific examples, please use this section to explain how you have demonstrated or used the experience, skills, knowledge and personal qualities outlined in the person specification and job description. You may use examples from your working or personal life, including any voluntary work. Please ensure this section comes to no more than 2 sides of an A4 sheet. *Additional information will be discarded.*** |