****

# The ALLIANCE Application Form for Employment

## Post applied for:

### Personal Details (Confidential)

|  |  |
| --- | --- |
| Initials: |  |
| Surname: |  |
| Home address:  Post Code: | |
| Address for correspondence if different from above: Post Code: | |
| Tel: (home) |  |
| Mobile: |  |
| Tel: (work) |  |
| Email: |  |
| Where did you hear about this post? | |

Do you require a work visa to take up employment in the UK?

**Yes/No** (please delete one)

### **2. Education and vocational qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| School/University/College | Course Title | Subjects studied | Qualification |
|  |  |  |  |

### 3. Your membership of professional bodies

|  |  |
| --- | --- |
| Name of Awarding Body/Institution | Class of Membership |
|  |  |

### 4. Training courses attended which may be relevant to this application

|  |  |  |
| --- | --- | --- |
| Course provider | Description of Course (including main subjects covered) | Qualification |
|  |  |  |

### 5. Current employment (or most recent employer)

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Employer | Job Title | Length of time in post | Reason for leaving or wanting to leave |
|  |  |  |  |
| Current or latest salary:  If part-time, please give full-time equivalent salary. | | | |

|  |
| --- |
| Please give details of your present duties/responsibilities using supplementary sheet(s) if required. |

### 6. Previous employment

Please provide details of your employment history (excluding current post), starting with the most recent post. You should include any periods of unemployment.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address of employer | Job Title and brief description of duties | Length of time in post | Reason for leaving |
|  |  |  |  |

### 7. Ability to meet essential criteria for the post

Using the Person Specification, and taking each point in turn, for each point please outline how your skills and experience match the specification, giving examples to illustrate this. You must demonstrate that you have the required skills. Use continuation sheets as necessary.

|  |
| --- |
|  |

### 8. Personal Statement in Support of Application

Please state your reason(s) for applying for this post.

Use supplementary sheet(s) if required

|  |
| --- |
|  |

### 9. Disability

The ALLIANCE offers a guaranteed interview to any applicant who considers him/herself to be disabled and who meets the minimum essential requirements for the post.

Please tick if you consider yourself to be disabled.

If you require any facilities/assistance if you are invited for interview, please give details below.

|  |
| --- |
|  |

### 10. Referees

Please provide details of two referees who can comment on your suitability for this position, one of whom must be your most recent employer. Relatives, friend or partners are not appropriate referees.

|  |  |  |
| --- | --- | --- |
| Name | Address | Occupation |
|  | Tel no:  Email |  |
|  | Tel no:  Email: |  |

Referees will only be approached if an offer of employment is made.

**11. Privacy Statement**

The ALLIANCE is committed to ensuring that your privacy is protected. The personal data on this form (including the additional Equal Opportunities Monitoring form and the Rehabilitation of Offenders form) is being collected for the following purpose: to manage your application for employment at the Health and Social Care Alliance Scotland.

The ALLIANCE and its sub-contractors will not sell, distribute or lease your personal information to third parties unless we have your written permission or are required by law to do so. We comply with the Data Protection Act 2018 and GDPR when handling your personal information. If you have any concerns about how we use your personal information, contact our Data Protection Officer at: [DPO@alliance-scotland.org.uk](mailto:DPO@alliance-scotland.org.uk). Alternatively, you have the right to complain to the ICO <https://ico.org.uk/concerns/>

We will retain your personal information for one year following the end of the recruitment period. For our full privacy policy <https://www.alliance-scotland.org.uk/privacy-policy/>, please visit our website.

By signing this form, you are consenting to us processing your personal information for the above purposes.

### 12. Declaration

### I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I confirm that I am eligible to live and work in the UK. I realise that if I am employed and it is found that such information and any other documents associated with the recruitment and selection process is false or that I have withheld information I am liable to dismissal without notice.

Signed: Date:   
  
13. Returning your application

Completed application forms should be returned by 9 am on the closing date, marked CONFIDENTIAL, to:

HR Department, The ALLIANCE, Venlaw Building, 349 Bath Street, Glasgow G2 4AA

Or by email to: [hr@alliance-scotland.org.uk](mailto:hr@alliance-scotland.org.uk)