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**Application for Employment**

To request a copy of this application pack in an alternative format, phone: 0131 475 2600 or email: [recruitment@intowork.org.uk](mailto:recruitment@intowork.org.uk)

**Completing this application form**

You may complete the application form in type or ink.

You should refer to the Job Description and Person Specification for this post to compile your application.

Please ensure that you complete all sections of the form. You may add sheets if you need extra space to record your responses. We will not accept CVs or partially completed application forms.

You do not need to sign the declaration if you submit your application via email. However, you will be required to sign a copy of your application form if you attend an interview.

**Submitting this application form**

The closing date for completed applications is Monday 20th January 2020 at 9:00am.

Your completed application form must be received at the following address by the closing date and time:

Email: recruitment@intowork.org.uk

Post: Recruitment, Into Work, Norton Park, 57 Albion Road, Edinburgh EH7 5QY

Applications received after the cut-off date and time will not be passed to the short-listing panel. Into Work does not accept responsibility for delays in the postal system or IT servers. You are strongly advised to ensure that you submit your application in good time.

If you would like us to acknowledge receipt of a postal application, you must enclose an SAE.

**Short-listing**

You are expected to address all the points listed on the Person Specification on your application form.

The short-listing panel will assess applications against the criteria listed in the Person Specification. They will consider ‘essential’ criteria in the first instance but may also consider ‘desirable’ criteria if there is a high volume of applicants with similar assessments.

**Interviews**

Interviews will be held on 23rd or 24th January 2020.

If you are selected for interview, we will contact you by the method that you indicate on Section A of the application form.

The Recruitment Panel may decide to invite some applicants to a second interview. The date and time of this appointment will be arranged with the appropriate applicants.

We will advise applicants of the outcome of their interview by letter.

Applicant Costs

Into Work is not able to pay relocation costs.

Into Work does not pay general costs, such as refreshments, incurred by applicants attending an interview, or travel costs out with Edinburgh and the Lothians. However, we will reimburse bus or standard train fares within our operating area of Edinburgh, East, West and Midlothian.

Eligibility

While we are committed to equality of opportunity for all applicants, Into Work is only able to offer a contract of employment to foreign nationals who can provide evidence that they are eligible to work in the UK.

**Criminal Record Check**

This post involves working with vulnerable adults. The post-holder will be required to undertake relevant disclosure checks before employment can commence.

**Reasonable Adjustments for People with a Disability**

Into Work operates an optional guaranteed interview scheme for applicants with a disability or long-term health condition.

The scheme guarantees an interview to people with a disability or long-term health condition who demonstrate on their application form that they meet the minimum criteria for a job vacancy. The minimum criteria are defined as meeting the ‘essential’ criteria listed on the Person Specification.

Applicants must indicate that they wish to participate in the scheme by completing the Equal Opportunities Section of this form.

You are not obliged to participate in the scheme if you have a disability or long-term health condition.

If your application is successful and you require us to make reasonable adjustments, we will need to establish how you will be able to do the tasks identified in the Job Description. It will help us if you are well informed about possibilities in your situation.

Into Work is happy to provide constructive telephone feedback to applicants with a disability or long-term health condition.



**Application Form - Section A**

The short-listing and recruitment panel will not have access to section A during the short-listing process.

**Personal Details**

|  |  |  |
| --- | --- | --- |
| First name: Click here to enter text. | | Surname: Click here to enter text. |
| Home Address: | Click here to enter text. | |
| Contact telephone number: Click here to enter text. | | |
| Contact email address: Click here to enter text. | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you an existing member of the Protection of Vulnerable Groups (PVG) Schemes? | | | | | |
| Children’s list |  | Adult’s list |  | Both | Not a member |

**Equal Opportunities**

We ask you to provide the following information for monitoring purposes. Responses from all applicants are counted, summarised and reported as a whole. Individual responses are not reported or published.

|  |  |  |  |
| --- | --- | --- | --- |
| How would you describe your gender: | Male | Female | Other |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What is your age group: | Up to 25 | 26-40 | 41-55 | 56 and over |

|  |  |
| --- | --- |
| Which ethnic group do you associate yourself with: | Click here to enter text. |

|  |  |
| --- | --- |
| Where did you find out about this job: | Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you consider yourself to have a disability or long-term health condition? | | Yes | No |
| Nature of disability or health condition | Click here to enter text. | | |
| Would you like your application to be considered under the Into Work guaranteed interview scheme for people with a disability or long-term health condition, who demonstrate on their application form that they meet the minimum criteria for the job? | | Yes | No |
| Please give details of any reasonable adjustments that you would like the short-listing panel to consider when your application form is assessed? | | | |
| Click here to enter text. | | | |
| Please give details of any reasonable adjustments that you require if you are selected for interview? You are not obliged to provide us with any information regarding special arrangements. However, if you do not do so now, we cannot guarantee to provide the arrangements that you need. | | | |
| Click here to enter text. | | | |

**Interviews**

If you are selected for interview, we will contact you on Tuesday 21st January to make arrangements. Please indicate your preferred method of contact here.

|  |  |
| --- | --- |
| Email address or phone number: | Click here to enter text. |

Interviews are expected to last for 35-45 minutes.

Interviews are being held on 23rd or 24th January 2020.

Please indicate any dates that you are not available for interview here.

|  |
| --- |
| Click here to enter text. |

**References**

|  |  |  |  |
| --- | --- | --- | --- |
| All appointments are subject to satisfactory references.  Please give contact details for two people who can comment on your suitability for this post. We will not contact referees before interviews**.** | | | |
| **First Referee:** Present or most recent employer | | **Second Referee:** | |
| Name: | Click here to enter text. | Name: | Click here to enter text. |
| Position: | Click here to enter text. | Position: | Click here to enter text. |
| Organisation: | Click here to enter text. | Organisation: | Click here to enter text. |
| Address: | Click here to enter text. | Address: | Click here to enter text. |
| Telephone: | Click here to enter text. | Telephone: | Click here to enter text. |
| Email: | Click here to enter text. | Email: | Click here to enter text. |
| Relationship: | Click here to enter text. | Relationship: | Click here to enter text. |

**Declaration**

If you are submitting this application via email, you do not need to sign the declaration now. If you are invited to an interview, you will be required to sign a copy of this form before the interview begins.

If you are submitting this application via post or by hand, you should sign the declaration now.

|  |  |  |
| --- | --- | --- |
| I confirm that to the best of my knowledge the information given in this application for employment with Into Work is true and correct. It may be treated as part of any subsequent contract of employment. | |  |
| Signature: | Date: |

**Application Form - Section B**

This section of your application will be assessed by the short-listing and recruitment panel. They will not see Section A of this form or any of your personal details during the short-listing process.

The panel will not consider any other documents, such as a CV, that you submit with your application. You may use additional sheets to answer the questions on this form.

**Current or most recent employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job title: | | Click here to enter text. | | | |
| Employer: | | Click here to enter text. | | | |
| Address: | | Click here to enter text. | | | |
| Start date: | Click here to enter text. | | | Leaving date / Notice required: | Click here to enter text. |
| Reason for leaving: | | | Click here to enter text. | | |
| Summary of your main duties and responsibilities in the above job:  Click here to enter text. | | | | | |

**Previous employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job title: | Click here to enter text. | | | |
| Employer: | Click here to enter text. | | | |
| Employed from date:: | | Click here to enter text. | Leaving date: | Click here to enter text. |
| Summary of duties: | | Click here to enter text. | | |
| Reason for leaving: | | Click here to enter text. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job title: | Click here to enter text. | | | |
| Employer: | Click here to enter text. | | | |
| Employed from date:: | | Click here to enter text. | Leaving date: | Click here to enter text. |
| Summary of duties: | | Click here to enter text. | | |
| Reason for leaving: | | Click here to enter text. | | |

**Education and Training**

|  |  |  |
| --- | --- | --- |
| School, College, University | Qualification / Subject (s) | Date (s) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Other relevant experience**

|  |
| --- |
| Please tell us about voluntary work, projects undertaken, membership of organisations, training courses and any other experience relevant to the post. |
| Click here to enter text.  Click here to enter text.  Click here to enter text. |

**Reason for application**

|  |
| --- |
| Please tell us why you have made the application for this post at Into Work. |
| Click here to enter text.  Click here to enter text.  Click here to enter text. |

**Abilities, experience, skills, and achievements**

|  |
| --- |
| Use this section to explain how your previous experience, abilities, skills and achievements would enable you to meet the requirements of this post. Address each of the numbered criteria in the Person Specification separately, giving examples where appropriate.  You may continue on additional sheets if required. |
| Click here to enter text.  Click here to enter text.  Click here to enter text. |
| **Return this form and any continuation sheets to:** recruitment@intowork.org.uk or Recruitment, Into Work, Norton Park, 57 Albion Road, Edinburgh EH7 5QY |