

|  |  |  |
| --- | --- | --- |
| **Post Applied For:** | **Job Reference:** | **Location:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal Details** | | | |
| Full Name: | | | |
| Address: | City: | | Post Code: |
| Contact Number: | | | |
| Email Address: | | Full Driving Licence (if required for post):  Yes 🞎 No 🞎 | |
| Are you eligible to work in the UK? Yes 🞎 No 🞎 If successful you will be asked to provide evidence of this. | | | |
| Are you a member of the PVG scheme: | | Are you a member of the SSSC: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Your Current Employer** | | | | | |
| Employer Name:  Address:  Postcode: | Job Title: |  | | | |
| Start Date: |  | | End Date: |  |
| Salary: |  | | Notice Required: |  |
| Reason(s) for Leaving: | |  | | |
| Summary of main duties, responsibilities and achievements: | | | | | |
| **Employment History** | | | | | |
| Employer Name:  Address: | Job Title: |  | | | |
| Start Date: |  | | End Date: |  |
| Reason(s) for Leaving: | |  | | |
| Brief Description of Duties: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employment History** | | | | | |
| Employer Name:  Address: | Job Title: |  | | | |
| Start Date: |  | | End Date: |  |
| Reason(s) for Leaving: | |  | | |
| Brief Description of Duties: | | | | | |
|  | | | | | |
| Employer Name:  Address: | Job Title: |  | | | |
| Start Date: |  | | End Date: |  |
| Reason(s) for Leaving: | |  | | |
| Brief Description of Duties: | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Relevant Education and Training;** | | | |
| **Date Awarded** | **Qualification / Training Course** | **Subject** | **Grade/ Level** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Membership of Professional Bodies or Organisations other than SSSC** | | |
| **Date From/ To** | **Body/ Organisation** | **Level of Membership** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

***\* If you require more space, please use the blank page at the end of the application.***

|  |
| --- |
| **Statement in Support of your Application** |
| Use this space to give us any additional information you would like us to consider in support of your application.  You may wish to state why you would like to work for ARK and how you can use your skills and experience to carry out this role. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **References** | | | |
| Please provide two referees, one of which should be your current or most recent employer. Each referee should have some management or supervisory responsibility for your work or should be a professional who has direct knowledge of your skills and abilities. ***We cannot accept references from family members or friends.*** | | | |
| **Referee 1** | | **Referee 2** | |
| Can we contact this referee before interview?  Yes 🞎 No 🞎 | | Can we contact this referee before interview?  Yes 🞎 No 🞎 | |
| Name: |  | Name: |  |
| Job Title: |  | Job Title: |  |
| Email Address: |  | Email Address: |  |
| Organisation & Address: |  | Organisation & Address: |  |
| Relationship to you: |  | Relationship to you: |  |

|  |
| --- |
| **Where did you see this position advertised?** |
| ARK website 🞎 Job Centre 🞎 S1 Jobs 🞎 Indeed 🞎 Good Moves 🞎 Other: please detail  Were you referred by a current ARK employee? Yes 🞎 No 🞎 If yes, please advise their name: |

|  |
| --- |
| **Other Information and Declaration** |
| Are you related to any current or previous members of Arks staff or Board members? Yes 🞎 No 🞎  If Yes please provide details:  If you consider yourself to have a disability under the Equality Act 2010 and wish to take advantage of the guaranteed interview scheme please tick this box. 🞎  Any reasonable adjustments required to attend for interview will discussed in your invite to interview.  I authorise ARK to obtain references to support this application. I confirm that the information given on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection, or if employed, dismissal.  Signed: Date: |

**Please return completed application to:**

[**Recruitment@arkha.org.uk**](mailto:Recruitment@arkha.org.uk)

**or HR Department, The Priory, Canaan Lane, Edinburgh, EH10 4SG**

**Rehabilitation of Offenders Act – Excepted Post Form**

|  |
| --- |
| The post for which you are applying is excepted from the provisions of section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.  Applicants are therefore required to disclose information which for other purposes are considered “spent” under the provisions of the Act.  Please note that any failure to disclose such convictions could result in dismissal or disciplinary action. |

|  |  |
| --- | --- |
| Full Name: |  |
| Previous Names: |  |
| Address: |  |
| Date of Birth: |  |

|  |  |  |
| --- | --- | --- |
| **Criminal Convictions, Charges or Pending Charges** | | |
| Have you ever been convicted of, or are you presently charged with, or is a charge pending, for any criminal offence?  Yes 🞎 No 🞎  If yes, please advise below: | | |
| Date: | Offence(s): | Sentence: |
| Details of Offence(s): | | |
| Date: | Offence(s): | Sentence: |
| Details of Offence(s): | | |
| Date: | Offence(s): | Sentence: |
| Details of Offence(s): | | |
| Date: | Offence(s): | Sentence: |
| Details of Offence(s): | | |

**Private & Confidential**

**Equality Monitoring Form**

|  |
| --- |
| We are committed to practicing equality of opportunity in the way we treat job applications, our employees and our customers. No job applicant or employee will be treated more or less favourably on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.  This questionnaire is intended to assist us monitor the effectiveness of our Equal Opportunities Policy and to enable us to comply with the terms of the relevant discrimination legislation.  You are requested, but not obliged, to complete this questionnaire and return it with your application form.  **The information provided by you on this form will not be made available to the Selection Panel short-listing candidates for interview and will be used for monitoring purposes only.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **General Information** | | | |
| Post applied for: |  | Job reference: |  |

|  |  |
| --- | --- |
| **Age & Gender** | |
| Gender: | Male 🞎 Female 🞎 Other 🞎 |
| Which age group do you fall into? | 16-25 🞎 26-35 🞎 36-45 🞎 46-55 🞎 56-64 🞎 65+ 🞎 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ethnic Origin** | | | | | |
| Please choose one section from A to E, and then tick **one** box which **best describes** your ethnic group or background. | | | | | |
| **A – White** | **B – Asian, Asian British** | **C – Black, Black British** | | **E – Mixed Ethnic Group** | **F - Other** |
| 🞎 Scottish  🞎 English  🞎 Welsh  🞎 Irish  🞎 Other British  🞎 Other *please specify*  🞎 Prefer not to say | 🞎 Pakistani  🞎 Indian  🞎 Bangladeshi  🞎 Chinese  🞎 Other *please specify*  🞎 Prefer not to say | 🞎 African  🞎 Caribbean  🞎 Other *please specify*  🞎 Prefer not to say | | 🞎 Please specify | 🞎 Please specify |
|  | | | | | |
| **Sexual Orientation** | | | | | |
| How would you describe your sexual orientation? | | | Heterosexual 🞎 Gay Man 🞎 Gay Woman 🞎  Bisexual 🞎 Other 🞎 Prefer not to say 🞎 | | |
|  | | | | | |
| **Religion** | | | | | |
| Do you have religious beliefs? | | | Yes 🞎 No 🞎 Prefer not to say 🞎 | | |
| If yes, how would you describe them? | | |  | | |
|  | | | | | |
| **Disability** | | | | | |
| Do you consider yourself to have a disability? | | | Yes 🞎 No 🞎 Prefer not to say 🞎 | | |