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| logo_new_international_July_2007_blue  **Edinburgh** | **Confidential**L’Arche Edinburgh APPLICATION FORML’Arche strives to be an equal opportunity employer | |
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**APPLICATION FORM**

**Role Title: HOUSE LEADER**

**Personal Details**

First Name(s)......................................................................... Surname .......................................……….

Present Address ........................................................................................................................................................………

..................................................................................................Post Code................................................

Country ..........................................…… E-mail ……………………………………………………………………........

Telephone - (daytime) ……………………………………… (Evening) ………………………………………………………….……

Nationality ……………………………

Do you hold a current driving licence? --------------------------------------------

If YES, state which type: FULL / PROVISIONAL

Number of years held? …….. Would you be willing to drive as part of your duties ……………………

Do you require a visa to work in the UK? YES 🞎 NO 🞎

Do you need a work permit to take up employment in the UK? Yes/No

Are you willing to work flexible hours including sleepovers? Yes/No

How did you hear about this vacancy and L’Arche?*………………………………………………………………………………..*

**Are you currently involved in any disciplinary or grievance procedure or have any ‘live’ formal warnings?** YES / NO

**Do you have any friends or family that are existing employees or are relatives of people using our service?** YES / NO

**Are you a member of the PVG Scheme?** YES / NO

If yes, please provide your registration number ………………………………………………………………………………………………

**Are you currently registered with the Scottish Social Services Council?** YES / NO

If yes, please provide your registration number ………………………………………………………………………………………………

**Education and Training**

**SECONDARY EDUCATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Level & Subject | Grade |  | Year | Level & Subject | Grade |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**UNIVERSITY / COLLEGE** (please include current studies)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From | To | Institution Attended | Degree(s), Diploma(s) obtained | Date Awarded |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**ANY OTHER RELEVANT QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| Qualification & Subject | Place Attended | Date Awarded |
|  |  |  |
|  |  |  |

**DETAILS OF ANY RELEVANT TRAINING**

|  |  |
| --- | --- |
| Course Title | Date Attended |
|  |  |

**Employment Information**

**PRESENT / MOST RECENT EMPLOYMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Name and address | |  | |
|  | |  | |
| Telephone |  | Date of appointment |  |
| Position held |  | Notice required or date employment ended |  |
| Position responsible to |  | Reason for leaving | |
| Present / Final Salary |  |  | |
| Brief description of duties | | | |
|  | | | |

**PREVIOUS EMPLOYMENT**

(Begin with most recent and include periods of unemployment.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From (MMYY) | To (MMYY) | Employer | Position Held | Final Salary | Reason for Leaving |
|  |  |  |  |  |  |
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**Relevant Experience / Skills and Reasons for Applying for Post**

Tell us about your experience gained in paid and / or voluntary capacities in this section. Please refer to the job description and person specification and show how you match the requirements. Use additional sheets of paper if necessary.

***Be specific – give us direct examples of how you meet the criteria.***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Adult Support and Protection, References, etc.**  **GAPS IN EMPLOYMENT**  *If your CV shows any gaps in your employment history, please explain these below.*   |  |  | | --- | --- | | Date from/to | Explanation | |  |  | |  |  |  |  |  | | --- | --- | | **Do you have any friends or family who are existing employees or are relatives of people using our service? If yes, please give details** |  |   **STATUTORY DISCLOSURE**  *Because L’Arche Communities involve employees spending substantial time with people at risk of harm, you must declare on this application form any unspent convictions/cautions, and the sentence you received. Spent convictions must also be disclosed on this application form* ***only*** *if the offence appears on the* ‘Offences Which Must Always Be Disclosed’ *list issued by Disclosure Scotland. Please consider this list before disclosing any spent convictions. At this stage, a spent conviction for an offence that does not appear on that list* ***should not be disclosed****. Should a conviction not on this list be disclosed unnecessarily at this stage, it will not play a role in our recruitment decision and we will not record the conviction in our files.  Should a criminal records disclosure reveal you have a spent conviction which appears on the separate ‘*Offences Which Are To Be Disclosed Subject To Rules’ *list issued by Disclosure Scotland, it may be taken into consideration by us at a later stage, however, you should not disclose it on this application form.*  *For further information, you should refer to the Disclosure Scotland website*  *Successful applicants will be asked to undergo a check through Disclosure Scotland.*  *In line with L’Arche’s Equal Opportunities Policy, L’Arche does not discriminate against job applicants on the grounds of their criminal record unless it is relevant to their suitability to work with people who are at risk of harm. L’Arche uses information about criminal convictions solely to assess suitability for employment.*  *Any offer of employment is subject to a Disclosure Scotland check and any job offer may be withdrawn or employment terminated if L’Arche believes information about criminal convictions renders the individual unsuitable for work with adults at risk of harm; and likewise if the PVG Vetting and Barring authority withdraws your registration.*   |  |  | | --- | --- | | **Do you possess, or have you ever possessed, any convictions for criminal offences, including any conditional discharges, bindovers or cautions?** |  |   ***If ‘YES’, please give full details on a separate sheet, clearly marked with your name and the date of this application, and signed.***  *Note also that many roles in L’Arche in Scotland are also subject to the post-holder satisfying the ongoing requirements for personal registration with the SSSC. Also that all post-holders of roles involving direct support or leadership are required to abide by the SSSC Codes of Conduct for Social Service workers.*   |  |  | | --- | --- | | **If successful in your application, when would you be available to start?** |  |   **REFEREES**  *Please give details of three referees whom we have your consent to contact regarding your application. At least one referee, and if possible all 3, should have known you for more than 3 years.* ***They should not be members of your family****.*  **1 First Referee: This person must be your most recent social care employer/supervisor.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Title: |  | Name: |  | | | Address: |  | | | | | Phone: |  | | | | | Email address |  | | | | | How do you know this person? E.g. employer/manager/etc | | | |  | | How long have you known them? | | | |  | | May we contact them before interview stage? | | | |  |   **2 Second Referee (other employer)**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Title: |  | Name: |  | | | Address: |  | | | | | Phone: |  | | | | | Email address |  | | | | | How do you know this person? E.g. employer/manager/etc | | | |  | | How long have you known them? | | | |  | | May we contact them before interview stage? | | | |  |   ***3 Third Referee***   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Title: |  | Name: |  | | | Address: |  | | | | | Phone: |  | | | | | Email address |  | | | | | How do you know this person? E.g. employer/manager/etc | | | |  | | How long have you known them? | | | |  | | May we contact them before interview stage? | | | |  |   **DECLARATION**  I declare that the information given on this application form is to the best of my knowledge true and complete. I agree to L’Arche taking up any references in connection with this application and I understand that these will be confidential to the referee and L’Arche. I also agree to any Disclosure or Police checks which may be required as part of the L’Arche recruitment procedures.  I understand that, in the event that this declaration is found to be false, any employment that I may be offered could be terminated immediately. I also agree that L’Arche may verify any of the information externally if necessary. The L’Arche GDPR Privacy notice applies to applications.   |  |  | | --- | --- | | **Name:** | **Date:** | | *A typed signature is OK at this stage. If you are called to interview you will be asked to sign in person.* | | | **Signature:** | **Date:** |   *Thank you for taking the time to share something of yourself with us. Please return your CV and this application form to* [*edinburgh.hr@larche.org.uk*](mailto:edinburgh.hr@larche.org.uk) *by* ***Friday 14th August at 09.00****. Shortlisted applicants will be asked to submit an Easy-read summary of their application.* |

*July 2020 Edinburgh*