**For office use only:**

**Candidate No:**

**Date Received:**

**Position applied for:**

**Job type applied for:**

**(E.g. Full-time. Part-time; Sessional work)**



***‘Our purpose is to provide a positive and life-changing experience for young people through individual care, education and skills development’***

***Application Form***

|  |
| --- |
| **Position Applying for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please type or write clearly in black ink. *Please note that we do not accept CVs.*Please complete all relevant sections. All answers must be written in the space available other than for answers to questions 2 - 6).***Please return the completed form either via email or post to:*** applications@goodshepherdcentre.org.ukEmma SinclairHR OfficerThe Good Shepherd CentreGreenock RoadBishoptonPA7 5PWTel: 01505-864500 |

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename(s): |  | Surname: |  |
| Have you ever been known as another name? If so, please state previous names |  |
| Home Address |  | Town |  |
| Postcode |  |
| Telephone Numbers | Home |  | Mobile |  |
| Email Address |  | Contact Preference |  |

1. **EDUCATION & TRAINING**

*Please include any learning that you are currently undertaking (Attach additional paper if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/University Attended** | **Course** | **Grade** | **Date** |
| **From** | **To** |
|  |  |  |  |  |
| **Short Courses***Please list details of any relevant courses* | **Date** |
| **From** | **To** |
|  |  |  |

**3. Current/Most Recent Employer Details**

 *(Attach additional paper if necessary)*

|  |  |
| --- | --- |
| **Company Name** |  |
| **Job Title** |  |
| **Start Date** |   |
| **End Date** |  |
| **Salary**  |  |
| **Notice Period** |  |
| **Reason for Leaving (if applicable)** |  |
| **Brief Overview of Role & Responsibilities**  |  |

**4. Employment History**

*Please provide a* ***complete history*** *of what you have done since leaving school including any voluntary or unpaid work.* ***DO NOT LEAVE ANY GAPS****. If you were not working, please state reason (Attach additional paper if necessary)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Date*** | ***Job Title*** | ***Organisation, Name & Address*** | ***Duties*** | ***Reason for******leaving*** |
| ***From*** | ***To*** |
|  |  |  |  |  |  |

**5. Motivation & Suitability for the Role**

*Please detail your motivation for applying to work within a Secure Care Unit. Please also explain how your experience matches the job description and person specification providing examples of how you meet each of the key competencies specified. (Attach additional paper if necessary)*

|  |
| --- |
|  |

**6. Hobbies/Interests & What I Have to Offer Good Shepherd Centre**

*Please tell us about your interests and any activities you carry out in your spare time. If you could also state why you are the ideal candidate for this role. (Attach additional paper if necessary).*

|  |
| --- |
|  |

**7. Additional Questions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Where did you hear about this job vacancy? |  | Do you have a driving licence? (Please tick ✓)  | YES[ ]  | NO[ ]  |
| Have you applied for a post with the Good Shepherd Centre before? If yes, for which position?  | **YES** | **NO** | **Position:**  |
|  |[ ] [ ]   |
| Do you know anyone who currently work for the Good Shepherd Centre/uses the services? Please add the individual’s name and how you know this individual – Family/Close Friend etc.  | **YES** | **NO** | **Details:** |
|  |[ ] [ ]   |
| Do you currently hold a PVG Scheme Membership? If so, please add details of your membership number and the category you currently hold a PVG for.  | **YES** | **NO** | **Adults/Children/Both**  | **PVG Membership No:**  |
|  |[ ] [ ]   |  |
| Are you currently or have you previously registered with a Professional Body? If so, please provide details | **YES** | **NO** | **Registration No** | **Level** | **Date From** | **Date To** |
|  |[ ] [ ]   |  |  |  |

**8. REFERENCES**

*Please give details of two people to whom we may apply for a reference.*

*We may make contact by telephone with any of your referees. References will only be taken up after an offer of employment has been made, with your consent. You will not be able to start employment with Good Shepherd Centre until satisfactory references have been received.*

|  |  |
| --- | --- |
| ***EMPLOYER REFERENCE*****(must be your current or most recent employer)** | ***CHARACTER REFERENCE*** **(cannot be from relatives or friends)**  |
| **Name:** |  | **Name:** |  |
| **Job Title:** |  | **Job Title:**  |  |
| **Address:** |  | **Address:** |  |
| **Telephone Number:** |  | **Telephone Number:** |  |
| **E-mail Address:** |  | **E-mail Address:** |  |

***9.* HOLIDAY ENTITLEMENT**

*Please indicate below your current holiday entitlement*

|  |  |  |  |
| --- | --- | --- | --- |
| **Days Per Annum:**  |  | **Public Holidays per Annum:** |  |

**10. DECLARATION**

I hereby declare that the above statements are true to the best of my knowledge. I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading may render me liable to dismissal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:**  |  | **Date:** |  |





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**Equal Opportunity Form**

**This form will be separated from the application form on receipt by Good Shepherd Centre in order to monitor the effectiveness of the Good Shepherd Centre’s Policy and to maintain anonymity.**

Information is collected in line with relevant employment legislation and will not be used in any way which might influence selection for the post you have applied for.

**All applicants are requested to provide the following information although you are NOT obliged to complete any part of the form.**

|  |
| --- |
| **Date of Birth**  **………………………………… Age …………………** |

|  |
| --- |
| **Gender**  [ ] Male [ ]  Female  |

|  |
| --- |
| **Cultural/Ethnic Origin - How would you describe yourself?** *Chose ONE section form A to E, and then tick the appropriate box***A** [ ]  Asian or Asian British [ ]  Indian [ ]  Bangladeshi [ ]  Pakistani [ ]  Any other Asian background, please state...........................**B** [ ]  Black or Black British [ ]  African [ ]  Caribbean [ ]  Any other Black background, please state.........................**C** [ ]  Chinese or other ethnic group [ ]  Chinese [ ]  Any other, please state.........................**D** [ ]  Mixed Heritage [ ]  White and Asian [ ]  White and Black African [ ]  White and Black Caribbean [ ]  Any other Mixed background, please state.........................**E** [ ]  White [ ]  British [ ]  English [ ]  Irish [ ]  Scottish [ ]  Welsh [ ]  Any other White background, please state......................... |

|  |
| --- |
| **Disability - Do you consider yourself to have a disability or a long-term health condition?** [ ]  Yes [ ]  No If yes please specify ……………………………………………………………… |
| **Religion – Do you have a religious persuasion:** [ ]  Yes [ ]  No If yes please specify ……………………………………………………………… |



***‘Our purpose is to provide a positive and life-changing experience for young people through individual care, education and skills development’***

**Recruitment of Ex-offenders: Policy Statement**

**1.** As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through a Protection of Vulnerable Groups (PVG) Scheme Membership application, Good Shepherd Centre complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. Good Shepherd Centre undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

**2.** Good Shepherd Centre can only ask an individual to provide details of convictions and cautions that Good Shepherd Centre are legally entitled to know about. Where a PVG Scheme Record certificate for children can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Good Shepherd Centre can only ask an individual about convictions and cautions that are not protected.

**3.** Good Shepherd Centre is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

**4.** Good Shepherd Centre has a written policy on the recruitment of ex-offenders, which is made available to all PVG applicants at the outset of the recruitment process.

**5.** Good Shepherd Centre actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Good Shepherd Centre select all candidates for interview based on their skills, qualifications and experience.

**6.** A PVG Scheme Record application for a criminal record check is only submitted to Disclosure Scotland in the event of the individual being offered the position. All job adverts, application forms and recruitment briefs will contain a statement to this effect.

**7.** Good Shepherd Centre ensures that all those in Good Shepherd Centre who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Good Shepherd Centre also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**8.** At interview, or in a separate discussion, Good Shepherd Centre ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

**9.** Good Shepherd Centre makes every subject of a criminal record check submitted to Disclosure Scotland aware of the existence of the Code of Practice and makes a copy available on request.

**10.** Good Shepherd Centre undertakes to discuss any matter revealed on a PVG Scheme Record certificate with the individual seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily debar you from working with Good Shepherd Centre this will depend on the nature**