# **Visualise Scotland**

# **Application Pack - Introduction**

Thank you for your interest in working with Visualise Scotland

This pack should help to guide you through our recruitment process. In it, you will find some information about the work of the organisation, a short history of our services and our values & aims and the application form.

Please also be aware that any offer of employment with Visualise will be subject to satisfactory references, an enhanced disclosure, and successful completion of a six-month probationary period.

Visualise Scotland strives at all times to be an Equal Opportunities employer. We welcome applications from all. For applicants from overseas, we require that you have the necessary work permits / visa in place before starting work.

Within the application pack you will find the following documents:

* Application Form
* Criminal Convictions declaration form
* Equal Opportunities Statement and Monitoring Form
* Summary of Terms & Conditions of Employment
* Overview of Visualise and its services

**Once you have completed the form, please e-mail it to** [**maxweisskopf@visualise.org.uk**](mailto:maxweisskopf@visualise.org.uk)

**or by post to Max Weisskopf, Visualise Scotland, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY.**

If you have any questions about the application pack, or the services Visualise Scotland provides, please feel free to contact us on 0131 475 2337.

# **Visualise Scotland**

# **Application Form**

Any information you provide on this form will be used in strict accordance with the Data Protection Act.

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| Post Applied For: **Senior Support Worker** | | | | | | | Full Time | | | | | |
| Permanent /Relief (delete as appropriate) **Permanent** | | | | | | | Where did you see the post advertised? Our website, S1, Refer a Friend, Other | | | | | |
| Date of Application: | | | | | | | If via Refer a Friend, who referred you? | | | | | |
| **1. Personal Details** | | | | | | | | | | | | |
| Title: | | | | | First name: | | | | Surname: | | | |
| Have you been known by any other name (please give details)? | | | | | | | | | | | | |
| Home Address (include postcode): | | | | | | | | | | | | |
| e-mail address: | | | | | | | | | | | | |
| Home Phone: | | | | | | Work Phone: | | | | Mobile: | | |
| May we contact you at work? | | | | | | | | | | | | |
| National Insurance Number: | | | | | | | | | | | | |
| Do you require a work permit to work in the UK? | | | | | | | | | | | | |
| If you currently hold a work permit / visa, please give details including type and expiry date: | | | | | | | | | | | | |
| Have you lived outside of the UK in the last 5 years? If yes, please give country & dates: | | | | | | | | | | | | |
| **3. Current or Most Recent Employment** | | | | | | | | | | | | |
| Name of Current Employer: | | | | | | | | | | | | |
| Address (including postcode): | | | | | | | | | | | | |
| Job Title: | | | | | | | | | | | | |
| Date Commenced: | | | | | | Notice Period: | | | | Salary: | | |
| Reason for leaving: | | | | | | | | | | Date of Leaving: | | |
| Please give a brief summary of your current role & responsibilities: | | | | | | | | | | | | |
| If selected for interview, please indicate any dates you are **unable** to attend: | | | | | | | | | | | | |
| **4. Previous Employment** | | | | | | | | | | | | |
| Please give details of your previous employment, starting with the most recent. Please explain any gaps in your employment history. Continue on a separate sheet if necessary. | | | | | | | | | | | | |
| Dates | | | Employers Name & Address | | | | Job title & main responsibilities | | | | Reason for leaving | |
| From | To | |  | | | |  | | | |  | |
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| **5. Education & Qualifications** | | | | | | | | | | | | |
| Please give the following information about any relevant qualifications that you hold. If short-listed, you will be asked to provide evidence of this. Add rows or continue on a separate sheet if necessary. | | | | | | | | | | | | |
| Dates | | | School, College or University | | | | Qualification / Subject | | | | Grades Achieved | |
| From | To | |  | | | |  | | | |  | |
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| **6. Training & Development** | | | | | | | | | | | | |
| Starting with the most recent, please provide details of any training courses that you have attended that are relevant to this post. (Add rows or continue on separate sheet if necessary) | | | | | | | | | | | | |
| Dates | | | Course Title | | | | Summary of Content | | | | Course Provider | |
| From | To | |  | | | |  | | | |  | |
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| **7. Registration & Memberships** | | | | | | | | | | | | |
| Please give details of any registrations of regulatory bodies (e.g. SSSC) and memberships of professional bodies as well as membership of the PVG Scheme. | | | | | | | | | | | | |
| Date  Obtained | | Expiry Date | | Organisation | | | | Registration / Identification Number | | | | Level / Grade |
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| **8. Questions**   |  | | --- | | **8. Additional Information** | |  | | Please use this space to demonstrate the relevance of your experience, skills & personal qualities. Having read our values, what attributes do you have that will fit with our culture? | | | |
| **What do you think are the most important factors to consider when supporting vulnerable people?** | | |
|  | | |
| **What skills and experience do you have that would allow you to be successful as a Senior Support Worker?** | | |
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| **9. References** | | |
| **Please give the names and addresses of referees. One must be your current or most recent employer and must be your line manager / supervisor or HR department. Both referees must have known you in a line management capacity, and be able to comment on relevant work practices.** | | |
| **Current or most recent employer** | | **Second Referee** |
|  | | |
| Name: | | Name: |
| Job Title: | | Job Title: |
| Company: | | Company: |
| Address: | | Address: |
| e-mail address: | | e-mail address: |
| Telephone: | | Telephone: |
| Relationship to you: | | Relationship to you: |
| May we contact this referee before interview?  Yes  No | | May we contact this referee before interview?  Yes  No |
| **11. Disqualification** | | |
| Have you been disqualified from the practice of a profession; required to practice it subject to specified limitations; or are you currently the subject of fitness to practice investigations or proceedings by a regulatory body in the UK or any other country? | | |
| Date | Name & Address of regulatory body | |
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| **12. Declaration** | | |
| To the best of my knowledge the answers I have written on this form are true. I have answered all questions about myself fully and accurately, and I possess the certificates for the qualifications I claim to hold. I also know of no reason which would prevent me taking up the post if I was offered it. I hold any work permits necessary and can legally work in the UK.  If I am employed by Visualise Scotland and any information I have given on this form is later found to be false or misleading I understand that I may be dismissed.  Signed: Date: | | |

**APPLICATION FORM: PART 2**

Declaration of Criminal Convictions

Any information you provide on this form will be used in strict accordance with the Data Protection Act. The information you provide will be treated in the strictest of confidence. Please complete if you answered ‘Yes’ to any questions in section 10 of the ‘Application to Join Us’ form (Part 1).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | First name: | | Surname: | |
| Have you ever been convicted of a criminal offence? Yes  No  If you have answered *Yes,* please supply the following details: | | | | |
| **Date** | **Court** | **Details of Offence** | | **Sentence** |
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| Have you been charged with a criminal offence which is yet to come to court? Yes  No | | | | |
| I have not withheld any information which may affect my application. I understand that false information or omission may lead to dismissal. Visualise Scotland may verify the information supplied.  I consent to the information which I have provided being used by Visualise Scotland in the recruitment process.  If I am employed by the Visualise Scotland and any information I have given on this form is later found to be false or misleading I understand that I may be dismissed.  Signed:       Date: | | | | |