**JOB APPLICATION FORM**

**SECTION A**

**Personal Details This page is detached before shortlisting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surname |  | | Name(s) |  |
| Address |  | | | |
| Postcode |  | | | |
| Contact Telephone Number | |  | | |
| Email address |  | | | |

I declare that the information given in this form application is true and I understand that false or misleading information will lead to my exclusion from the selection process and may lead to dismissal in the event of appointment. I understand that the post for which I am applying is subject to satisfactory Disclosure checks.

Signed: Date:

**Data Protection:** The information or data which you have supplied on this form will be processed and held on computer, and will also be held on your personal records if appointed. The data may be processed by Cyrenians for the purposes of equality monitoring, compiling statistics, and for keeping of other employment records. By completing and returning this application form you will be deemed to be giving your explicit consent to processing of data contained or referred to on it, including any information which may be considered to be sensitive personal data.

We sometimes receive strong applications from candidates who have the skills and experience we are looking for, but are unsuccessful in their application for a specific post. On these occasions, we like to keep interesting people on file, keep them up to date with service developments and invite them to apply for similar posts in the future. **If you DO NOT wish us to do so please tick here ❒**

Having read the job description, we would like you to answer all the questions in this application form, telling us what you can bring to the post for which you are applying. A typed or neat hand written application is acceptable. Please present information succinctly (e.g. tables, lists) in black ink and confine yourself to this application form. **Do not include a CV or other papers.**

**Equal Opportunities Monitoring Form**

Cyrenians intends to ensure equality of opportunity. We welcomes applications from all sectors of the community and regularly view our recruitment and selection procedures to ensure our equal opportunities policy is being properly implemented. **This page is detached before short-listing, and does not constitute any part of the selection process. It will be treated as confidential.** If you choose not to complete this section, your application will **not** be affected.

|  |  |
| --- | --- |
| **Post applied for:** | **Recruitment Administrator, Communities** |

**Do you consider yourself to have a disability?**

Yes ❒ No ❒

**I define my gender as:**

Female ❒ Prefer not to say ❒

Male ❒ Other (please specify):

**Ethnic group.** I identify as:

**A: White:** Scottish ❒

Other British ❒ Irish ❒

Gypsy / Traveller ❒ Polish ❒

Any other White background, please specify:

**B: Mixed**

Any mixed or multiple ethnic groups, please specify:

**C: Asian, Asian Scottish or Asian British**

Pakistani, Pakistani Scottish or Pakistani British ❒

Indian, Indian Scottish or Indian British ❒

Bangladeshi, Bangladeshi Scottish

or Bangladeshi British ❒

Chinese, Chinese Scottish or Chinese British ❒

Other, please specify:

**D: African**

African, African Scottish or African British ❒

Other, please specify:

**E: Caribbean or Black**

Caribbean, Caribbean Scottish or Caribbean British ❒

Black, Black Scottish or Black British ❒

Other, please specify:

**F: Other ethnic group:**

Arab, Arab Scottish or Arab British ❒

Other, please specify:

**How old are you?**

25 or under ❒

26 –35 ❒

36 –45 ❒

46 – 55 ❒

56 or over ❒

To ensure compliance with the Employment Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Religion and Belief) Regulations 2003 we ask the following questions, however your response to these questions is optional.

**Sexual orientation.**

I identify as:  
Bisexual ❒

Gay man ❒  
Gay woman/lesbian ❒

Heterosexual/straight ❒

Prefer not to say ❒

Other, please specify:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Faith /Belief**

Do you have a particular faith or belief system? If so please specify:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where did you learn of this vacancy?**

Cyrenians website ❒ S1 Jobs website ❒

Good Moves website ❒

Other source (please specify):

**SECTION B**

|  |  |
| --- | --- |
| Application ref:  (for office use only) |  |
| Job you are applying for: | **Recruitment Administrator, Communities** |

This and the following pages are used by the panel for shortlisting.

**1 Employment Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Employer  (or most recent) |  | | | |
| Role / Job Title |  | | | |
| Dates employed | From |  | To  (leave blank if current employer) |  |
| Duties and Responsibilities (particularly those relevant to the post for which you are applying) |  | | | |
| Salary |  | | | |
| Reason for leaving  (if applicable) |  | | | |

List your previous jobs, with a brief description of the work and your specific role and responsibilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer |  | | | |
| Role / Job Title |  | | | |
| Dates employed | From |  | To |  |
| Relevant responsibilities |  | | | |
| Reason for leaving |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer |  | | | |
| Role / Job Title |  | | | |
| Dates employed | From |  | To |  |
| Relevant responsibilities |  | | | |
| Reason for leaving |  | | | |
| Employer |  | | | |
| Role / Job Title |  | | | |
| Dates employed | From |  | To |  |
| Relevant responsibilities |  | | | |
| Reason for leaving |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer |  | | | |
| Role / Job Title |  | | | |
| Dates employed | From |  | To |  |
| Relevant responsibilities |  | | | |
| Reason for leaving |  | | | |

|  |
| --- |
| Explanations about your job record or career path and its relevance to this application (e.g. reasons for move from one field of work to another; gaps in employment; geographical moves etc |
|  |

**2 Supporting Statement**

The supporting statement is a vital part of the application form.

Please use it to explain why you are a suitable candidate for this post and why you want to work for Cyrenians.

**Please use the person specification in the job description as a framework for demonstrating relevant attributes, experience and training**. If you don’t have relevant specific evidence, please use the space to explain to us why you still think you are the right person for the post.

**3 Your Education, Training and Qualifications**

List all educational, vocational & professional qualifications achieved:

|  |  |
| --- | --- |
| Course / qualification | Level achieved |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| Are you registered with a professional body? (e.g. SSSC, nursing and midwifery council) If so, what date will this need renewed? |
|  |
| Other relevant training (list recent, relevant short courses etc.) |
|  |
| What would be your learning needs in the post for which you are applying? |
|  |
| Describe and detail your capability with computers & IT: |
|  |
| Do you drive and hold a current license? |
|  |

**4 Volunteering and Other Special Interests**

|  |
| --- |
| Detail any voluntary work, special interests (etc.) which give you knowledge & experience relevant to this post |
|  |

**5 Your Personal Values**

Cyrenians values are very important to the work of the charity. Our core values are respect, compassion, integrity and innovation. Our mission is to support people excluded from family, home, work or community on their life journey. Our vision is of an inclusive society in which we all have the opportunity to live valued and fulfilling lives. More information is available on our website www.cyrenians.scot.

|  |
| --- |
| Please outline here how you think your own personal values coincide with those of Cyrenians, including an appropriate example. |
|  |

**6 References**

Please give the names of two referees you have worked closely with recently, **one of whom should be your present or most recent employer**. Please advise your referees that we will be contacting them as part of our decision making process. No offer of employment will be made without references.

|  |  |
| --- | --- |
| **Employment Referee** (this should be your current or most recent employer) | |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| How long have you know this referee? |  |
| In what capacity? |  |
| Can we contact them prior to interview? |  |

|  |  |
| --- | --- |
| **Second Referee** | |
| Name |  |
| Position |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| How long have you know this referee? |  |
| In what capacity? |  |
| Can we contact them prior to interview? |  |

Please return completed forms to: Recruitment, Cyrenians, Norton Park, 57 Albion Road, Edinburgh, EH7 5QY or email to recruitment@cyrenians.scot