**Completing the application form – guidance notes**

Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.

**General points**

● Be sure to fill in the post(s) title you are applying for.

● If you have a disability and need any help in completing the form, or require the information in large print, Braille or on tape, please contact us.

● Please put your name on each page of your application form.

**Qualifications and training**

● As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.

● Include all qualifications and training which may be part-time as well as full-time.

**Employment experience**

● The form asks you to give details, to the nearest month and year, of previous jobs held, and to account for any gaps in your employment record.

● Alternatively, some people will have developed relevant skills through part-time or voluntary work. If you include any voluntary work, list the name and address of the group(s) involved.

**Relevant experience**

● This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the enclosed person profile and person specification for the job.

● The person profile contains a description of the skills, experience and competencies necessary to carry out these tasks.

● Here it is essential to relate your experience to the information given in both these documents by giving specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address as many points relevant to the person profile which will allow you to demonstrate your suitability for the position you have applied for.

● You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

**References**

● Safeguarding and protecting vulnerable people is an integral part of our work. We are rigorous in our reference checks for this reason.

● References for posts will normally be taken up after interview. References from your current employer will only be requested after a conditional offer of employment has been made. Any objection to reference requests must be specified in the application with reasons given.

● Please ensure you give references that cover at least the last five years of employment including one from your current line manager.

● If you are unemployed, include your last employer, and if you have worked in a voluntary or unpaid capacity, e.g. as a member of a Parent Teachers Association, you could include the chair of the committee among your references.

**Criminal Record**

With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post we will discuss this with you at interview.

Applicants are asked to declare any criminal record on the page marked Criminal Records, Disqualification & Declaration as follows:

 ● Because these posts are exempt from the Rehabilitation of Offenders legislation, you must declare all convictions, cautions, reprimands, or final warnings on your criminal record, both spent and unspent. Successful candidates will also be asked to consent to an Enhanced Disclosure via the Criminal Records Bureau, Disclosure Scotland.

**Disqualification from working with children or vulnerable adults**

If you are disqualified from working with children or vulnerable adults we are unable to consider you for jobs that involve working with these groups. You are therefore asked to declare whether you are disqualified on the page marked Criminal Records, Disqualification & Declaration.

Disqualification can occur through a number of routes:

● being on a disqualification list, ISA Children’s Barred List, PVG Children’s List or ISA Vulnerable Adults Barred List

● being subject to a Disqualification Order

● under Disqualification from Caring for Children and Day Care Child-minding Disqualification legislation

**Returning the form**

● Please keep a copy of the form. The interview will include questions about information given.

● Please return your completed application form, by the closing date, via post or email. If it arrives late, we may not be able to consider you.

● Remember we are only able to measure your suitability from the information you provide.

● If you require any further advice on any of the above, please phone or email the recruiter named in the attached letter.

**APPLICATION FORM – CONFIDENTIAL**

The information supplied on this application form will be used to evaluate your suitability for employment at Moving On Inverclyde. Please read the guidance notes before completing the forms. Once completed, please return the forms to us.

|  |  |
| --- | --- |
| Position applied for |  |
| Title |  |
| First name(s) |  |
| Surname |  |
| Previous surname(s) if applicable |  |
| National Insurance Number |  |
| Do you require a work permit to enable you to work in the UK?  |  ☐ Yes ☐ No |
| Address for correspondence |  |
| Daytime telephone number |  |
| Mobile telephone number |  |
| Email address |  |
| Do you hold a current full driving licence? |  ☐ Yes ☐ No |
| If yes is it a clean driving licence? |  ☐ Yes ☐ No If no, please give details: |

|  |
| --- |
| **QUALIFICATIONS AND TRAINING** |
| **Dates****(From/To)** | **Secondary school/college/ university/training organisations** | **Qualifications** | **Subject** | **Grade Obtained** |
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| **Membership of Professional Bodies**  |
| Name:Renewal Date: | Membership/Status:Number: |

**Employment experience**

Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment, travel etc. in the space provided so there are no gaps in the record.

(If you have additional previous employment, please give details on a separate sheet using the same format)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date from/to**(month/year) | **Employer’s name and address and nature of business** | **Job title and brief** **description of duties** | **Current salary or final salary (for last post only) and reason for leaving** |
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**Gaps in your employment – Please provide information of any gaps in employment** (verification of employment gaps will be required if an offer of employment is made)

|  |  |  |
| --- | --- | --- |
| **From (month/year)** | **To** **(month/year)** | **Reason** |
|  |  |  |

**Relevant Experience**

Please tell us how your experience, skills and qualifications meet the requirements of the person and job profiles. Please focus your response on the competencies required for the role giving evidence of your experience to date (maximum of 2 A4 sheets). The information you provide will be the basis for shortlisting and you may find it useful to refer to the *Guidance notes* attached before completing this section.

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**References** (Please refer to guidance notes before completing)

Please ensure that you give a minimum of two references. The first of your references must be your present employer and your relevant line manager. If you are unemployed, this should be your last employer, or if this is your first job, your head-teacher or college tutor. Please note that Moving On Inverclyde reserves the right to take up references in respect of any previous employment paid or unpaid, without further notification to you. You may also provide the name of a personal referee as well as your employment references if you wish.

|  |  |
| --- | --- |
| Current Employer |  |
| Name of referee |  |
| Job Title |  |
| Organisation/Address (in full) |  |
| Tel no. |  |
| Email |  |
| In what capacity do you know them? |  |
| Can we contact your current employer prior to any offer of employment? | ☐ Yes ☐ No |

|  |  |
| --- | --- |
| Previous Employer |  |
| Name of referee |  |
| Job Title |  |
| Organisation/Address (in full):  |  |
| Tel no. |  |
| Email |  |
| In what capacity do you know them? |  |

|  |  |
| --- | --- |
| Personal Reference |  |
| Name of referee |  |
| Address (in full) |  |
| Tel no. |  |
| Email |  |
| In what capacity do you know them? |  |

For all posts, we will ask your referees for comments on your suitability for the post and for employment referees request details on attendance, sickness levels and salary.

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| Period of noticerequired before starting with us? |  |

If you are disabled and require an adjustment to the interview process please state what sort of adjustment you may need here e.g. Signer, Wheelchair access.

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If there is additional information you wish to provide us with that is not covered elsewhere on this application, please provide this below.

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**EQUAL OPPORTUNITIES MONITORING FORM – CONFIDENTIAL**

Moving On Inverclyde is committed to achieving equality of opportunity and continually monitors the effectiveness of its policy. To do this we ask applicants to supply information about their age; disability; ethnic origin; gender; sexual orientation and religion or belief. The information is confidential and is not seen by the selection panel. It will be used to monitor our recruitment and selection process and other employment processes. Using this information we can work to ensure that no-one experiences unfair discrimination. You are therefore asked to complete this section and tick the relevant boxes below.

**Name**

**Post Applied For**

**Date of Birth**

**Ethnicity**

How would you describe your ethnic origin? (as defined in 2001 census)

|  |
| --- |
| **Asian, Asian British, Asian English, Asian Scottish, Asian Welsh**☐ Bangladeshi ☐ Indian ☐ Pakistani☐Any other Asian background (please specify) |
| **Black, Black British, Black English, Black Scottish, Black Welsh**☐ African ☐ Caribbean ☐Any other Black background (please specify) |
| **Chinese, Chinese British, Chinese English, Chinese Scottish, Chinese Welsh, or Ethnic group**☐ Chinese ☐Any other Ethnic background (please specify) |
| **Mixed**☐ White & Asian ☐ White & Black African ☐ White & Black Caribbean☐Any other mixed background (please specify) |
| **White**☐ British ☐ English ☐ Scottish ☐ Welsh ☐ Irish ☐ Irish Traveller☐ Any other white background (please specify) |
| **Gender**☐Female ☐Male ☐ Non-binary ☐ Identify as transgender |
| **Marital Status**☐Single ☐Married ☐In a Civil Partnership ☐Separated ☐Divorced ☐Widowed ☐Other |
| **Religion or belief**☐Buddhist ☐Hindu ☐Jewish ☐Muslim ☐Sikh ☐Any other religion or belief (please specify)☐Christian (including Church of England, catholic, Protestant & all other Christian denominations)☐None ☐Prefer not to say |
| **Sexual Orientation**☐Bisexual ☐Gay man ☐Gay woman/lesbian ☐Heterosexual/Straight ☐Prefer not to say☐ Other (please specify |

Disability

Do you have a disability or impairment? This includes a physical or mental health condition, which has lasted or is expected to last at least 12 months, which has an adverse effect on your ability to carry out normal day-to-day activities?

☐ Yes ☐ No ☐ Prefer not to say

Note: It is a criminal offence under the legislation for a person to give false information in connection with the preparation of the monitoring return.

**Criminal Records, Disqualification & declaration**

Please refer to covering letter before completing section B, C or D below

**Section A – All applicants**

Are you subject to any current outstanding disciplinary action or legal proceedings? ☐ Yes ☐ No

If yes, please give details

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**Section B – General posts**

Criminal Convictions

Have you ever been convicted of a criminal offence (‘unspent’ only)? ☐ Yes ☐ No

If yes please give us details of all offences, penalties and dates on the page marked Criminal Record/Disqualification/Other in this application form.

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**Section C – Posts working with children or vulnerable adults**

**Criminal Record**

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police (‘spent’ or ‘unspent’)? ☐ Yes ☐ No

If yes, please give details of all offences, penalties and dates on the following page marked

Criminal Record/Disqualification/Other in this application form.

**Regulatory body sanctions**

Are you subject to any sanctions imposed by a regulatory body.

e.g. GSCC, NISCC, SCCC, CCW, GTC? ☐ Yes ☐ No

If yes please give details on the following page marked

Criminal Record/Disqualification/Other in this application form.

**Disqualification from working with children or vulnerable adults**

Are you disqualified from working with children or vulnerable adults? ☐ Yes ☐No

**Section D - Enhanced Disclosure only**

Are you aware of any police enquiries undertaken following allegations made against you that may have a bearing on your suitability for the post? ☐ Yes ☐ No

If yes, please give details on the page marked Criminal Record/Disqualification/

Other in this application form.

**Declaration - To be completed by all applicants**

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice or in some instances, referral to the police.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee, the information will also be used for employment related purposes. I agree to Moving On Inverclyde holding and processing this information.

Signed: Dated:

**Criminal Records/Disqualification/Other**

**Details of Declaration of Criminal Convictions**

Please give details below:

|  |
| --- |
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