**Application for Employment**

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| **Post Applying for:** | **Finance Worker** |

**Section One (all personal information will be detached before shortlisting)**

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| **Personal Details** | |
| **Surname:** | **Initial(s):** |
| **Address:** | **Telephone (home):** |
| **Telephone (mobile):** |
| **Email Address:** | |
| **Where did you learn about this vacancy?** | |

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| **General Information** | | |
| **Period of notice required by current employer**: | | |
| **Would you like to be considered for job share?:**  **Yes**  **No** | | |
| **Are there any dates when you’re not available for an interview?** | |  |
| **Please give two referees, one of whom should be your present or most recent employer:** | | |
| **Name**: | **Name**: | |
| **Job Title**: | **Job Title**: | |
| **Company**: | **Company**: | |
| **Address**: | **Address**: | |
| **Post Code**: | **Post Code**: | |
| **Tel no**: | **Tel no**: | |
| **Email Address**: | **Email Address**: | |
| **Relationship to you**: | **Relationship to you**: | |
| **May we contact them at this stage?**  **Yes**  **No** | **May we contact them at this stage?**  **Yes**  **No** | |

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| **Applicants with disabilities:** |
| **If you have a disability, do you have any requirements to enable you to attend and participate at interview should you be selected?**  **Yes**  **No**  If yes, please specify:  **Shakti Women’s Aid will interview all applicants with a disability who meet the essential requirements for a job vacancy.**  Please tick this box if you consider yourself to have a disability and would like to apply for a guaranteed interview, should you meet the essential requirements as set out in the job description. |

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| **Right to Work in UK** |
| **Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK?**  **Yes**  **No**  If yes, please provide details: |
| **If you are successful in your application, will you require a work permit to take up employment in the UK?**  **Yes**  **No** |

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| **Data Protection Statement** |
| Square Peg HR are our recruitment advisers for this role.  They have a legitimate interest in processing the personal data on your application form in order to manage the initial stage of the recruitment process on behalf of Shakti Women’s Aid.  By signing this application form you are giving your consent to the processing of any sensitive personal data on your application form by Square Peg HR. Square Peg HR will securely destroy your personal data no later than six months after the end of the recruitment process unless they have sought and you have given your consent to holding it for longer.  The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment.  The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or a third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.  We may check the information collected on this form with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form you agree to the processing of sensitive personal data, (as described above), in accordance with our registration as a Data Controller with the Information Commissioner’s Office. |

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| **Declaration** | |
| I declare that to the best of my knowledge and belief that the information given herein is correct and complete. I understand that Shakti Women’s Aid reserves the right to withdraw any offer of employment or to terminate employment already commenced if the information provided to Shakti is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by Shakti, any medical reports or disclosure check. | |
| **Signed**: | **Date**: |

**Section Two – Experience, Qualifications and Skills**

**(this section will be used for shortlisting purposes)**

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| **Current Employment – Please tell us about your current or more recent employment** | |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Salary**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |
| **If you are NOT currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in voluntary employment, studying or unemployed**: | |

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| **Previous employment – Please list in date order with most recent first** | |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Salary**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |
|  | |
| **Employer**: | **Start date**: |
| **Address**: | **End date (if applicable)**: |
| **Job Title**: |
| **Salary**: |
| **Brief Outline of Duties, Responsibilities and Key Achievements**: | |
| **Reason(s) for Leaving**: | |

***If you need more space, please insert a continuation sheet here, if necessary, numbering all pages clearly.***

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| **Education** |
| **Please name any institute or professional body in full, the name of the qualification, attainment level and the relevant dates**: |

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| **Skills and Experience**  The following two sections are particularly related to the Job Description and the Person Specification. Please refer to both when completing the sections. |
| Please tell us about the skills and knowledge you have and gained from your work experience and how they are relevant to this job |

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| **Qualities and Interests** |
| Please tell us about your personal qualities and interests that may be relevant to this role |

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| **Additional Information** |
| ***We are committed to ensuring that Shakti is a happy, vibrant and safe place to work. The values and principles that underpin our practice also underpin how we operate as a team and a workplace.***  ***Please tell us what motivated you to apply for this post. We want to know what you find interesting and exciting and what you feel you can bring to and gain from working with us.*** |

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| Please note that this post will be subject to a criminal record check, (enhanced disclosure), and will be sought only for the successful applicant and where applicable SSSC registration, will be carried out.  Are you registered with SSSC? Yes/ No (delete as appropriate)  If so in what capacity? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you currently a PVG Scheme member?Yes/ No (delete as appropriate)  If so are you a member for? vulnerable adults/ children/ both (delete as appropriate) |

***Please return the completed form to:***

**Carolyn Hughes**

**Square Peg HR**

[**carolyn.hughes@squarpeghr.co.uk**](mailto:info@shaktiedinburgh.co.uk)

or post applications to

Square Peg HR

Glen Eagle

Braehead

Bo’ness

EH51 9DW