

# West of Scotland Deaf Children's Society

## Application Form

Please return completed applications to [admin@wsdcs.org.uk](mailto:admin@wsdcs.org.uk) by Friday, 1<sup>st</sup> October 2021. If you have any questions please contact the office on 07713 994122 or 07709 230783 or at the above email address.

Post/job title of position applied for: - Finance & Administration Officer

### Section A – Contact Details

Surname ..... First Name.....

Home address  
.....  
..... Postcode .....

Home telephone ..... Mobile telephone .....

Work telephone .....

Email.....

Do you hold a full current driving licence?  Yes  No

Do you need a work permit for this post?  Yes  No

### Section B – Present or most recent employment

Employer (detail name and address)  
.....

Position held ..... Period of notice .....

Date commenced ..... Grade (if applicable) .....

Date left (if applicable) and if left, please provide reason for leaving  
.....  
.....

.....  
.....  
Basic salary .....

Other benefits .....

Please give details of your present duties

.....  
.....  
.....  
.....

**Employment Monitoring**

West Scotland Deaf Children’s Society is committed to eliminating discrimination, promoting equality, and recognising the value of every individual. We work towards ensuring that we have taken all reasonable steps to not unfairly discriminate in any way for example on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex, or sexual orientation in terms of the services they receive or in their opportunity to volunteer or work for us.

In order to ensure the development of the West of Scotland Deaf Children’s Society’s policy, all applicants are asked to provide the information below. This will be used solely for monitoring purposes and will be treated as confidential. This form will only be used for statistical information. Please note that applicants are not obliged to fill in this monitoring form. Non-completion will not affect your chances of employment.

Post applied for..... Date .....

How did you hear about this job?

.....

Are you: Male  Female  Non-Binary  Prefer not to say

If you prefer to use your own gender identity, please state here \_\_\_\_\_

Age \_\_\_\_\_ years

Do you have a disability?  YES  NO

Are you deaf or hearing impaired?  YES  NO

**Ethnicity**

**White**

British  Irish  Any other white background.....

**Mixed**

White & Black Caribbean  White & Black African  White & African

**Asian or Asian British**

Indian  Pakistani  Bangladeshi  Any other Asian background.....

**Black or British**

Caribbean  African  Any other background.....

**Chinese or any other ethnic group**

Chinese  Any other.....

Please give details of any special requirements you may have if you are invited to attend an interview.

.....  
.....  
.....  
.....

**Previous employment**

Please provide a full employment history. Start with most recent and if necessary, use a separate sheet if necessary. Please include reasons for any gaps in employment.

Name, address, and nature of business	Position held	Employment dates	Salary and benefits	Reason for leaving
		From To		
		From To		
		From To		
		From To		
		From To		
		From To		

**Section C – Education**

Examinations passed and professional qualifications obtained with grades and dates including current studies if any,

Name of school/college/university/ professional body	Subject	Qualification e.g., Highers, degree membership grade etc.	Grade	Date

**Section D – Education**

The person specification lists several key skills and experience that are essential to the post. Please demonstrate how your experience meets each of these requirements, giving specific examples wherever possible. These examples can include experience gained either from work, home or in a voluntary capacity.

Your evidence should be clear and relate as closely as possible to the person specification.

You may also include the reason you are applying for this post and details of any relevant training/education you may have.

Please continue on a separate sheet if necessary.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Section E – References**

**References**

Please give name and address of two references, one of whom must be your present / most recent employer (paid or voluntary work.) References will not be contacted unless you are offered the post.

	<b>Current or last employer:</b>		<b>Second Referee:</b>	
<b>Name of Person</b>				
<b>Company</b>				
<b>Job Title</b>				
<b>Line-Manager</b> <small>(tick)</small>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>
<b>Address</b>				
<b>Post Code</b>				
<b>Email Address</b>				
<b>Telephone</b>				
<b>Mobile</b>				
<b>Other</b>				

**Section F – Rehabilitation of Offenders Act 1974**

If the post you are applying involves regulated activity relating to children and/or regulated activity relating to vulnerable adults it is exempt from the provisions of the above Act. Chartered / certified accountants are also exempt. For a full list of posts contained in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 please refer to [www.gov.uk](http://www.gov.uk)

You are therefore not entitled to withhold any information about convictions you may have had including any 'spent' convictions. Any such information will be kept in strict confidence and used only in consideration of your suitability for the position for which you are applying. In the event of employment, any failure to disclose such convictions may result in disciplinary action or dismissal.

Do you have anything to disclose?       Yes       No

Details of offence and outcome

.....  
.....

**Section G – Declaration**

I declare that the particulars set out in this application are true in all respects.

Signature of applicant ..... Date.....

Please return the completed form to [admin@wsdcs.org.uk](mailto:admin@wsdcs.org.uk)