**For office use only:**

**Candidate No:**

**Date Received:**

**Position applied for:**

**Job type applied for:**

**(E.g. Full-time. Part-time; Sessional work)**



***‘Our purpose is to provide a positive and life-changing experience for young people through individual care, education and skills development’***

***Application Form***

|  |
| --- |
| **Position Applying for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Please type or write clearly in black ink. *Please note that we do not accept CVs.*  Please complete all relevant sections. All answers must be written in the space available other than for answers to questions 2 - 6).  ***Please return the completed form either via email or post to:***  [applications@goodshepherdcentre.org.uk](mailto:applications@goodshepherdcentre.org.uk)  Emma Sinclair  HR Officer  The Good Shepherd Centre  Greenock Road  Bishopton  PA7 5PW  Tel: 01505-864500 |

1. **PERSONAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Forename(s): |  | | | Surname: |  |
| Have you ever been known as another name?  If so, please state previous names | | | |  | |
| Home Address | |  | | Town |  |
| Postcode |  |
| Telephone Numbers | | Home |  | Mobile |  |
| Email Address | |  | | Contact Preference |  |

1. **EDUCATION & TRAINING**

*Please include any qualifications achieved or that you are currently undertaking (Attach additional paper if necessary)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School/College/University Attended** | **Course** | **Grade** | **Date** | |
| **From** | **To** |
|  |  |  |  |  |
| **Short Courses**  *Please list details of any relevant courses* | | | **Date** | |
| **From** | **To** |
|  | | |  |  |

**3. Current/Most Recent Employer Details**

*(Attach additional paper if necessary)*

|  |  |
| --- | --- |
| **Company Name and Address** |  |
| **Job Title** |  |
| **Start Date** |  |
| **End Date** |  |
| **Salary** |  |
| **Notice Period** |  |
| **Reason for Leaving (if applicable)** |  |
| **Brief Overview of Role & Responsibilities** |  |

**4. Employment History**

*Please provide a* ***complete history*** *of what you have done since leaving school including any voluntary or unpaid work.* ***DO NOT LEAVE ANY GAPS****. If you were not working, please state reason (Attach additional paper if necessary)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Date*** | | ***Job Title*** | ***Organisation, Name & Address*** | ***Duties*** | ***Reason for***  ***leaving*** |
| ***From*** | ***To*** |
|  |  |  |  |  |  |

**5. Motivation & Suitability for the Role**

*Please detail your motivation for applying to work within a Secure Care Unit. Please also explain how your experience matches the job description and person specification providing examples of how you meet each of the key competencies specified. (Attach additional paper if necessary)*

|  |
| --- |
|  |

**6. Hobbies/Interests & What I Have to Offer Good Shepherd Centre**

*Please tell us about your interests and any activities you carry out in your spare time. If you could also state why you are the ideal candidate for this role. (Attach additional paper if necessary).*

|  |
| --- |
|  |

**7. Additional Questions**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Where did you hear about this job vacancy? |  | | Do you have a driving licence?  (Please tick ✓) | | YES | | NO | |
| Have you applied for a post with the Good Shepherd Centre before? If yes, for which position? | **YES** | **NO** | **Position:** | | | | | |
|  |  |  | | | | | |
| Do you know anyone who currently work for the Good Shepherd Centre/uses the services? Please add the individual’s name and how you know this individual – Family/Close Friend etc. | **YES** | **NO** | **Details:** | | | | | |
|  |  |  | | | | | |
| Do you currently hold a PVG Scheme Membership? If so, please add details of your membership number and the category you currently hold a PVG for. | **YES** | **NO** | **Adults/Children/Both** | | | **PVG Membership No:** | | |
|  |  |  | | |  | | |
| Are you currently or have you previously registered with a Professional Body? If so, please provide details | **YES** | **NO** | **Registration No** | **Level** | | **Date From** | | **Date To** |
|  |  |  |  | |  | |  |

**8. REFERENCES**

*Please give details of two people to whom we may apply for a reference.*

*We may make contact by telephone with any of your referees. References will only be taken up after an offer of employment has been made, with your consent. You will not be able to start employment with Good Shepherd Centre until satisfactory references have been received.*

|  |  |  |  |
| --- | --- | --- | --- |
| ***EMPLOYER REFERENCE***  **(must be your current or most recent employer)** | | ***CHARACTER REFERENCE***  **(cannot be from relatives or friends)** | |
| **Name:** |  | **Name:** |  |
| **Job Title:** |  | **Job Title:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone Number:** |  | **Telephone Number:** |  |
| **E-mail Address:** |  | **E-mail Address:** |  |

***9.* HOLIDAY ENTITLEMENT**

*Please indicate below your current holiday entitlement*

|  |  |  |  |
| --- | --- | --- | --- |
| **Days Per Annum:** |  | **Public Holidays per Annum:** |  |

**10. DECLARATION**

I hereby declare that the above statements are true to the best of my knowledge. I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading may render me liable to dismissal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |

