



**Please return completed application forms to:**

FAO: Lorraine McGoldrick Service Manager (Private and Confidential)

Family Addiction Support Service (FASS)

Argyll House

209 Govan Road

Glasgow

G51 1HJ

TEL: 0141 737 3699 or email [manager@fassglasgow.org](mailto:manager@fassglasgow.org)

<b>Position applied for</b>	Outreach Family Support Practitioner
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## Application Form

### Section One: Personal Details

Title:
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Surname:	First Name(s):
Address:	
Postcode:	
National Insurance No:	
Tel No (Home):	Tel No (Mobile):
Email Address:	

How much notice, if applicable, are you required to give?	
Do you have a full current driving licence?	
Do you have the right to work in Scotland?	

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## **Section Two: Education & Training**

Please list below any education and or training (including short courses) relevant to the post.

Date	Education/Course/Training	Qualification



### **Section Three: Work Experience**

We want to know about your work experience, paid or unpaid. Please include current/previous employment and any voluntary work. **(Please start with the most recent first).**

<b>Dates (From /To)</b>	<b>Name of Employer/Organisation</b>	<b>Job Title / Main Duties</b>	<b>Reason for Leaving</b>

(Please continue on a separate sheet if required)



## **Section Four: Supporting Statement**

The information you provide in this section will be used in assessing your application.

- After reading the person specification and job description please think carefully about your application and consider to what extent you have the skills and experience for the post.
- Your application needs to show the relevant skills and experience you have gained through paid or unpaid work.

Please use this space to state your reasons for applying for this post.

Should you need to add to this section, please ensure that any additional information does not cover more than two additional A4 Sheets.

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## **Section Five: Criminal Recorded**

FASS promotes equality of opportunity and welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes, only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having a conviction will not necessarily bar you from employment with the organisation. This will depend on the circumstances and background to your offence(s).

Any application invited to interview will be asked to disclose any unspent convictions and any offer of employment will be subject to a criminal records check.

Posts exempt from the Rehabilitation of Offenders Act 1974:

Certain posts within FASS are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the client group that we work with. Any applicants invited to interview for such posts will be asked to disclose all convictions, cautions, reprimands and final warnings, whether 'spent' or 'unspent'.

Any applicant offered a post that is exempt from the Rehabilitation of Offenders Act 1974 will be subject to a Scottish Criminal Records Office check at the appropriate level, before the appointment is confirmed.

**All criminal records information is treated in the strictest confidence.**



## **Section Six: Reference Information**

Please give details below of 2 referees who are not family or friends who can comment on your suitability for the post. If you have been employed, one of your references **must** be your present or most recent employer. We will only contact reference(s) after an offer of employment has been accepted.

### **Reference 1**

<b>Name:</b>		<b>Position Held:</b>	
<b>Address:</b>			
<b>Tel No &amp; email:</b>			
<b>Relationship:</b>			

### **Reference 2**

<b>Name:</b>		<b>Position Held:</b>	
<b>Address:</b>			
<b>Tel No &amp; email:</b>			
<b>Relationship:</b>			



## **Section Seven: Statement of Declaration**

I understand and agree to the following:

Should an offer of employment be made, I will be required to provide evidence of my eligibility to work in the United Kingdom, before my employment commences, in accordance with Section 8 of the Asylum and Immigration Act 1996.

My appointment will be subject to the verification of the information provided on this form.

I declare that the information I have given on this form is correct to the best of my knowledge.

I authorise investigation of all statements on this application. The employer may contact any education institution, reference or employer listed on this application, after acceptance of an offer of employment, to verify the information I have given. I authorise FASS to obtain appropriate levels of criminal record checks during my employment and disclose the information obtained to relevant staff.

<b>Signature:</b>	
<b>Date:</b>	

**Please note: If any particulars given by you in this application are found to be false or if you omit or suppress any material fact, you will be liable to dismissal if appointed.**

Please return this form by email to: [manager@fassglasgow.org](mailto:manager@fassglasgow.org)

Or alternatively marked **Private & Confidential** to:

Lorraine McGoldrick, Service Manager

FASS

Argyll House, 209 Govan Road  
Glasgow, G51 1HJ

<b>Closing date for applications:</b>	<b>Friday 1<sup>st</sup> April 2022</b>
<b>Interviews will be held on:</b>	<b>Friday 8<sup>th</sup> April 2022</b>

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## Equality and Diversity Monitoring

FASS is committed to equal opportunity and diversity and it is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff and do not have an adverse impact on any particular group.

We recognise that some people may regard some of this information as personal and we have, therefore, included an option in most questions for 'prefer not to say'.

All information FASS collects around equality and diversity will be treated confidentially in accordance with the Data Protection Act. **This form will be removed from your application and the information contained will not be available for short listing or interview purposes.**

<b>Designation:</b>	<b>Ref No:</b>
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Please tick (✓) the most appropriate box.

### 1. Gender

Female ☐ Male ☐ Prefer not to say ☐

### 2. Age

18-24 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐  
55-64 ☐ 65+ ☐ Prefer not to say ☐

### 3. Ethnicity

#### White

Scottish ☐ Irish ☐ Other British ☐ Gypsy/ Traveller ☐

Polish ☐ other white ethnic group (please state).....





### Mixed

White & Black  
African

☐

White & Black  
Caribbean

☐

White &  
Asian

☐

Other Mixed ethnic group (please state).....

### Asian, Asian Scottish, Asian British

Pakistani

☐

Indian

☐

Bangladeshi

☐

Chinese

☐

Other Asian ethnic group (please state).....

### African, Caribbean or Black

African

☐

Caribbean

☐

Black

☐

Other Black ethnic group (please state).....

### Other

Other (please state).....

Prefer not to say

☐

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## 4. Religion

None /  
Atheist

☐

Christianity  
Church of Scotland

☐

Christianity  
Roman Catholic

☐

Other  
Christianity

☐

Muslim

☐

Buddhist

☐

Sikh

☐

Jewish

☐

Hindu

☐

Prefer not  
to say

☐



## 5. Disability

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term effect (i.e. has lasted or is expected to last at least 12 months) on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?

Yes ☐

No ☐

Prefer not to say ☐

If yes, please state the nature of your of disability and if you have any needs which require special provisions, please give details:.....

.....

Thank you for taking the time to complete this form. If you have any questions about this form, please contact us.  
We will be happy to answer your questions without asking your identity.