

## APPLICATION FORM

<b>Position applied for:</b>	<b>Service:</b>
Permanent <input type="checkbox"/> Relief <input type="checkbox"/>	
<p><b>EQUAL OPPORTUNITIES</b></p> <p>No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation, and/or Trade Union membership or stewardship. <b>Only Pages 4-7 will be made available to short-listing panels. Pages 1-6 would then be used by the interviewing panel if you are selected for interview.</b></p> <p><b>DATA PROTECTION</b></p> <p>Mikeysline obtains and processes personal data, including sensitive data, relating to your job application. We are a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you as part of our application and selection process. Our Privacy Notice for Candidates is applicable to you because you are applying for work with us (whether as an employee, worker, contractor, or volunteer). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR). Our Privacy Notice for Candidates is available at: <a href="http://www.mikeysline.co.uk">www.mikeysline.co.uk</a> or please email us at <a href="mailto:enquiries@mikeysline.co.uk">enquiries@mikeysline.co.uk</a> to obtain a copy.</p>	
<p><b>Personal Details</b></p> <p>Surname _____ Forename _____</p> <p>Name Known _____ Title _____</p> <p>Address _____</p> <p>_____</p> <p>_____ Postcode _____</p> <p>Contact phone number      Day _____ Evening _____</p> <p>   Mobile _____</p> <p>Email Address _____</p> <p>What is your preferred method of contact? _____</p>	

<b>Work Permit</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need a work permit to take up this post?			
<b>Working in the UK</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you eligible to work in the UK?			
<b>Declaration</b> <p>If any item of information given on this form is subsequently found to be false, I understand this could result in the termination, summary dismissal or variation of any offer of employment. I agree that, if an offer of employment is made, the company may approach my current/past employers for references. I understand that completion of this form does not imply intent or obligation on the part of this organisation to provide employment.</p> <ul style="list-style-type: none"> <li>I have completed all pages of this application form and the details I have supplied are, to the best of my knowledge, true and complete;</li> <li>I understand that if appointed to this post the information on this form will be kept as part of my personal file record;</li> <li>I understand that details of educational qualifications, membership of professional bodies and referee reports may be verified through the establishments and individuals I have indicated;</li> </ul> <p>I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the General Data Protection Regulation;</p>			
<b>Signed:</b>		<b>Date:</b>	
<b>Convictions</b>  <p>Mikeysline is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions &amp; Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:</p> <ul style="list-style-type: none"> <li>For posts in regulated work – Protection of Vulnerable Groups Scheme membership</li> <li>For all other posts which are subject to a criminal conviction record check – A Police Act check</li> </ul> <p>In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. <i>[Some offences must always be disclosed, some offences do not need to be disclosed and some offences must be disclosed in specified circumstances.]</i> The rules are complicated, so it is important you read the guidance as part of making your application. They can be found here: <a href="https://mygov.scot/convictions-higher-disclosures/">https://mygov.scot/convictions-higher-disclosures/</a></p> <p>You should disclose any offences that you are required by law to disclose below along with any other information you feel we should know. Please note that a previous offence or conviction does not in itself exclude you from the possibility of working with us.</p>			

Please list any relevant information in the section below and sign and date.

**Signed:**

**Date:**

<b>Membership of Professional or Regulatory Bodies</b>			
Name of Organisation	Registration Number	Renewal Date	
Are you an existing member of the PVG scheme?           Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Driving License</b> Do you hold a full driving license?           Yes <input type="checkbox"/> No <input type="checkbox"/>			
<b>Education and Qualifications Achieved</b> (Copies of all qualifications claimed must be submitted with applications)			
Institution (name and address)	Level/Subject (E.g. Highers /SVQ/Degree etc.)	Results	Date

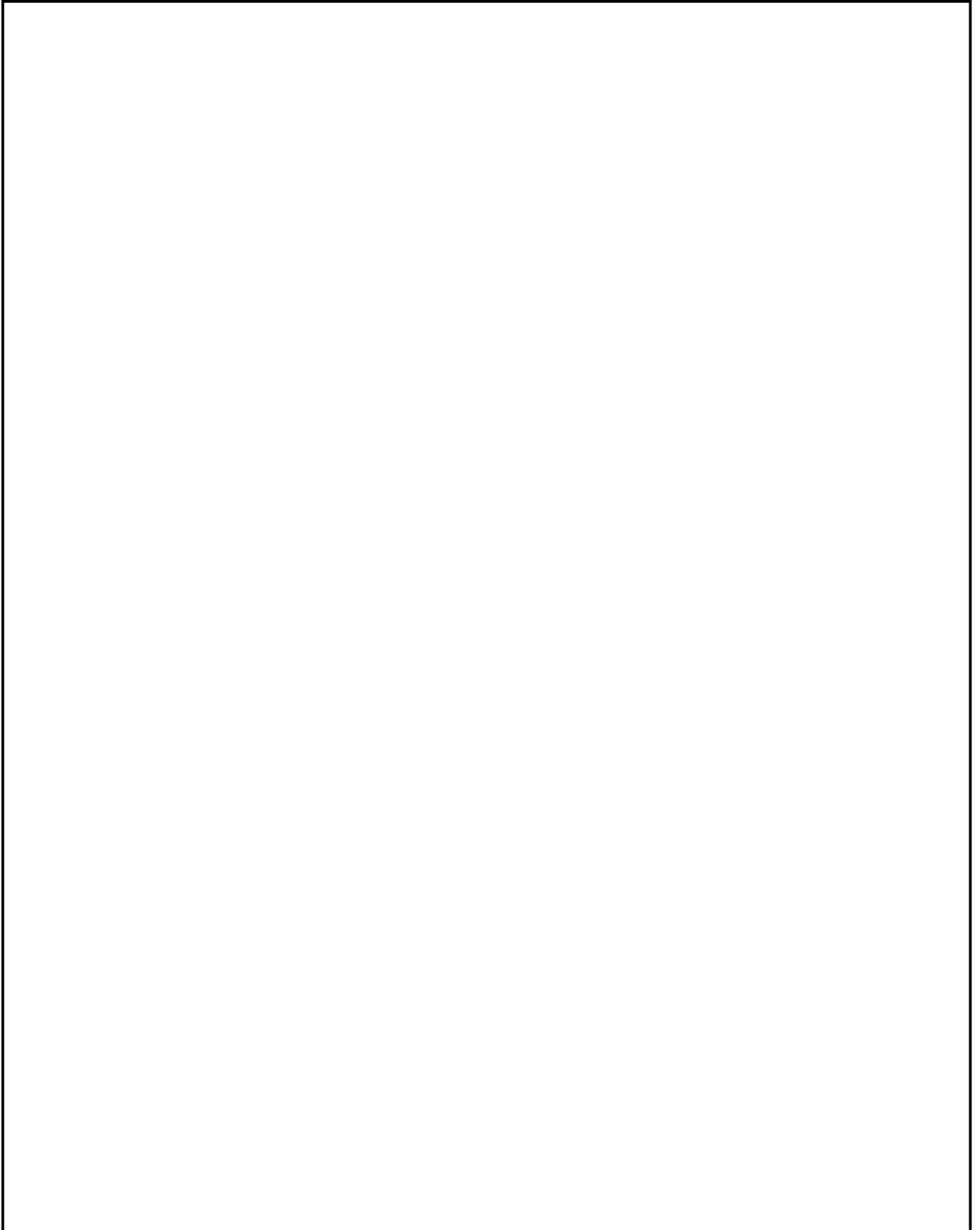
Qualifications Currently Working Towards			
Subject	Level (E.g. Highers /SVQ/Degree etc.)	Result Anticipated	Date Anticipated

Employment	
Current/Latest Post	
Job Title	_____
Employer	_____
Dates of Employment	From _____ To _____
Salary	_____
Notice Period	_____
Reason for Leaving	_____

Employment History			
Start with your most recent employment first and work down the page. You can also attach your CV, but should complete this section.			
Job Title	Employer	Date From	Date To


**Statement in Support of Application**

(Please tell us your personal qualities, skills, attributes, experience and any achievements, and show how they match those needed for this job)



## Referees

Your referees will include your present (or most recent) employer. Please identify below the person in your organisation who is authorised to confirm your employment and the details given in your application. Please identify a second referee who may have closer knowledge of your skills, knowledge and abilities and who may offer opinion on your suitability for this post. **You should not use family members or friends.** Our pre-employment screening also includes, where appropriate, health and fitness for work, criminal records, qualifications and professional registration.

**Note that references will only be taken up for preferred candidates following interview.**

Name:	Name:
Title:	Title:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Are there any particular requirements that you may have should you be invited to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please state here	

**How did you become aware of this vacancy?**



This form will be detached from your application and will be used solely for monitoring purposes.

Mikeysline recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

**EQUALITY AND DIVERSITY**

Gender Man ☐ Woman ☐ Non-binary ☐ Prefer not to say ☐

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership? Yes ☐ No ☐ Prefer not to say ☐

**Age** 16-24 ☐ 25-39 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐  
50-59 ☐ 60-64 ☐ 65+ ☐ Prefer not to say ☐

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

*White*

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐

British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please write in:

*Mixed/multiple ethnic groups*

White and Black Caribbean ☐

White and Black African ☐ White and

Asian ☐ Prefer not to say ☐

Any other mixed background,  
please write in:

*Asian/Asian British*

Indian ☐ Pakistani ☐ Bangladeshi ☐

Chinese ☐

Prefer not to say ☐

Any other Asian background, please write in:

*Black/ African/ Caribbean/ Black British*

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write

in: *Other ethnic group*

Arab ☐ Prefer not to say ☐

Any other ethnic group, please write in:

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Do you consider yourself to have a disability or health condition?

Yes ☐ No ☐ Prefer not to say ☐

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

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What is your sexual orientation?

Heterosexual ☐ Gay woman/lesbian ☐ Gay man ☐ Bisexual ☐  
Prefer not to say ☐

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What is your religious belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐  
Muslim ☐ Sikh ☐ Prefer not to say ☐

If no other religion or belief, please write in:

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What is your current working pattern?

Full-time ☐ Part-time ☐ Prefer not to say ☐

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Do you have caring responsibilities? If yes, please tick all that apply

None ☐ Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐

Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐

Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐

**Thank you for taking the time to complete this questionnaire.**

All applications for all services must be sent to:  
**Mikeysline, The Hive, 19 Academy Street, Inverness, IV1 1JN**

Applications may be emailed to [enquiries@mikeysline.co.uk](mailto:enquiries@mikeysline.co.uk)