Job Application Form

|  |  |
| --- | --- |
|  | **Part A** |
| **Application for (job title): Organisational Development Manager** | **Job reference : 21/3** |
|  | **Candidate Id No:** |
| 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.  **Only ‘Part C’ of this form will be made available to short-listing panels. Parts A, B and C would then be used by the interviewing panel if you are selected for interview** | |
| **Personal details** | |
| Surname: Forename Name known Title Address  Postcode  Contact Telephone Numbers: Day Evening: Mobile Email: If we need to, the best way for us to contact you is by: | |
| **Work Permit** | |
| Do you need a work permit to take up this post? please select **Yes/No** | |
| **Working in the UK** | |
| Are you eligible to work in the UK please select **Yes/No** | |
| **Health** | |
| Please give details of the number of episodes and the total days of sickness absence In the last 12 months: | |
| **Date application Received (office use only)** | |

|  |  |  |
| --- | --- | --- |
| **Job Reference : Candidate Id Number:** | **001** | **Part B** |
|  | |
| **Declarations** | | |
| **Convictions**  The post that you have applied for is for a prescribed purpose and is therefore exempt from the Rehabilitation of Offenders Act 1974 by the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006. You are therefore required to disclose all convictions (spent or unspent), cautions, and any relevant non conviction information. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers. Information will be verified by Disclosure Scotland for relevant posts.  I declare that I have: (a) No previous convictions  : (b) Previous convictions – details of which are: | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
|  | | |
| Please read the following statements, you will be asked to sign a declaration if you are appointed.   * I have completed Parts A to D of this application form and the details I have supplied are to the best of my knowledge, true and complete; * I understand that if appointed to this post the information on this form will be kept as part of my personal file record; * I authorise you to obtain references to support this application if I am identified as a preferred candidate; * I understand that details of my educational qualifications, memberships of professional bodies and referee reports may be verified through the establishments and individuals I have indicated; * I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Act 1998; * I declare that I have no previous convictions, or have identified any I have above. | | |
| **Read, agreed and understood (check box) Date:** | | |

**Signature:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Part C** | |
| **Application for (job title):** | | **Job reference : 21/3** | |
|  | | **Candidate Id No:** | |
| Qualifications achieved | | | |
| **Subjects** | **Type of qualification**  **e.g. Standard grade, GCSE, Higher, BSc** | **Grade achieved** | |
|  |  |  | |
| **Qualifications currently studying or working towards** | | | |
| Subjects | Type of Qualification  e.g. Standard Grade, GSCE, Higher, BSc | Grade Anticipated | Dates Anticipated |
|  | | | |
| **Membership of professional bodies or regulatory organisations** | | | |
| Full name of organisation(s) | Registration Number | Renewal Date | |
|  |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Reference : Candidate Id No:** | 21/3 | | **PART C** |
|  | | |
| **Present (or most recent )post** | | | |
| Job title: Grade: Date of starting grade: Employer: Dates of employment: From: To: Reason for leaving (if applicable)  Notice period: Current salary: | | | |
| **Role purpose/summary of responsibilities** | | | |
|  | | | |
| **Employment history** | | | |
| Starting with your recent employment first and working down the page. If a job supports the position applied for, please say more about it in your ‘support of your application’ | | | |
| **Job title** | **Employer** | **Date from** | **Date to** |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Job Reference : Candidate Id Number:** | **21/3** | **Part C** |
|  | |
| **Statement in Support of Application -** Please tell us your personal qualities, skills, and attributes, experience and any other major achievements and show how they match those needed for this job. | | |
|  | | |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **Job Reference : Candidate Id No:** | 21/3 | **PART C** |
|  | |
| **Referees** | | |
| Your reference 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 the 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, qualification, and professional registration**. Note that references will only be taken up for Preferred Candidates following interview.** | | |
| **Name 1:** Designation: Address:  Postcode Telephone Email  **Name 2:** Designation: Address:  Postcode Telephone Email | | |
|  | | |
|  | | |
| **Driving Licence (See Job description – Only if a driving licence is essential)** | | |
| Do you have a driving licence? Please select **Yes/No Provisional/Full**  If Yes, which categories are you entitled to drive For example – B, BE, C | | |

|  |  |  |
| --- | --- | --- |
| **Job Reference : Candidate Id Number:** | **21/3** | **Part D** |
|  | |
| **Equal opportunities monitoring** | | |
| We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to measure applications we receive. Therefore this form asks you for your ethnic origin, gender, disability, religion, sexuality, and age. The information you provide in this part of the form (Part D) is confidential and is not used in the selection process. It will be separated from the rest of the form when we receive it.   1. You are :   Female Male   1. Do you consider yourself, or have you ever considered your self as transgender? This could include considering or intending to undergo gender reassignment surgery or not identifying your assigned birth gender.   No Yes Prefer not to say   1. What is your date of birth? 2. Do you have a physical or mental health condition or disability that has a substantial effect on your ability to carry out day to day activities and has lasted or expected to last 12 months or more?   No Yes  If yes, please describe here the nature of the disability and any special arrangements for interview/work location: | | |

# (Continued on next page)

|  |  |  |
| --- | --- | --- |
| **Job Reference : Candidate Id Number:** | **21/3** | **Part D** |
|  | |
| **6) What is your ethnic group?** | | |
| Choose one section from A to F, then **tick** the appropriate box to indicate your cultural background:  **A: White** Scottish Irish Other British Other White Background  **B: Mixed** Any mixed background  **C: Asian: Asian Scottish; Asian English : Asian British:**  **Pakistani Indian Chinese Bangladeshi Other Asian background**  **D: Black; Black Scottish; Black British**  **Caribbean African Other Black background**  **E: Other ethnic background**  **Any other background**  **F: Prefer not to answer** | | |
| **7) What is your religion?** | | |
| A) Buddhism B) Christianity – Church of Scotland C) Hinduism D) Judaism  E) Islam F) Christianity – Roman Catholic G) Christianity (other) G) Sikhism  H) other faith/belief I) Prefer not to answer | | |
| **8) What is your sexual orientation?** | | |
| Bi Sexual Lesbian/Gay Woman Heterosexual (straight) Gay man Other Prefer not to answer | | |