*Telephone: 0131 447 7449*

*A Scottish Charitable Incorporated Organisation (SCIO) Number SCO41467*

Please return completed application forms to:

[**recruitment@amis.org.uk**](mailto:recruitment@amis.org.uk)

or

**Private and Confidential**

**Recruitment**

**AMIS**

**Mayfield Farmhouse**

**5 Eskview Road**

**Mayfield, Dalkeith**

**EH22 5EA**

**PLEASE NOTE**: CVs will **NOT** be accepted.

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| **APPLICATION FORM: PART A** |

|  |  |
| --- | --- |
| Post Title: | Closing Date: |
| Location: | Post Ref No: |
| Where did you see the post advertised? | |

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| **PERSONAL DETAILS** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title (please mark with an “X”) | | | | |
| Miss |  | Ms |  | Other (please state): |
| Mrs |  | Mr |  |

|  |  |
| --- | --- |
| Surname: | First name: |
| Address: | |
|  | |
| Postcode: | |
| Tel No (Home): | Mobile: |
| E-mail address: | |

|  |  |
| --- | --- |
| Please state if you are related to a current or former Board Member(s) or employee(s) of Abused Men in Scotland (AMIS). | |
| Name of person(s) |  |
| Relationship(s) |  |

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| --- | --- | --- | --- | --- | --- |
| Please mark with an “X” | | | | | |
| (a) | Do you have a right to work in the UK? | Yes |  | No |  |
| (b) | Do you require a work permit? | Yes |  | No |  |
| (c) | Do you have a full current driving licence? | Yes |  | No |  |

*Please note: As an employer we are responsible for ensuring that anyone we employ has a legal right to work in the UK. We will not discriminate against anyone who has a work permit rather than a natural right to work in the UK, regardless of time remaining on a work permit. The successful applicant will be required to provide proof of their right to work in the UK as a condition of their employment.*

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| **APPLICATION FORM: PART B** |

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| **SECTION ONE: EDUCATION & TRAINING** |

Please list all qualifications and/or training relevant to the post.

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| --- | --- | --- | --- | --- |
| **Date** | | **Establishment(s)**  **(University, College, etc.)** | **Subject** | **Qualification(s) or Grades** |
| From | To |
|  |  |  |  |  |

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| **SECTION TWO: DETAILS OF PAID EMPLOYMENT / UNPAID VOLUNTARY WORK** |

###### Please start with most recent post

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | | **Employer's name and address** | **Job Title (please also state if full-time, part-time, voluntary, etc.)** | **Reason for leaving** |
| From | To |
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*Please continue on a separate sheet if necessary*

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| **Current / most recent salary** | |
| Basic salary: | Holiday entitlement: |
| Pension: | Other benefits: |
| Notice period required: | |

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| **SECTION THREE: SUMMARY OF DUTIES IN CURRENT / MOST RECENT POST** |

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| **SECTION FOUR: PERSONAL STATEMENT** |

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

* After reading the person specification and role description please think carefully about your application and consider to what extent you have the skills and experience for the post.
* You must reference the criteria listed in the person specification and give examples to demonstrate how you meet these criteria.

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

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| **SECTION FIVE: CRIMINAL RECORD** |

AMIS 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 applicant 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 AMIS 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 Protection of Vulnerable Groups (PVG) check before the appointment is confirmed.

All criminal records information is treated in the strictest confidence.

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| **SECTION SIX: REFERENCE INFORMATION** |

You must give details of at least two referees who are **not** friends or family. One of the referees **must** be your current / most recent employer.

Please complete all possible details. Failure to do so may result in delays to your application.

|  |  |
| --- | --- |
| **1.** Name:  Address:  Telephone:  Email:  Relationship:  Employment dates: | **2.** Name:  Address:  Telephone:  Email:  Relationship:  Employment dates: |

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

**APPLICANT STATEMENT**

**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 to the best of my knowledge and belief the information supplied on this form is accurate, complete and true.

Should the employer hire me and should any of the information I have given in this application be false, misleading or incomplete, it may lead to my employment being terminated.

I authorise investigation of all statements on this application. The employer may contact any educational institution, reference or employer listed on this application, to verify the information I have given. I hereby release all involved parties from any liability arising from such investigation.

I authorise Abused Men in Scotland to obtain appropriate levels of criminal records checks during my employment and disclose the information obtained to appropriate staff.

Signature of Applicant: Date: