## shmu_Logo_with_Tag_for_chrissie

**Application Form**

**Complete this application using black ink, or type & send electronically.**

**Please note that C.V.s will not be considered.**

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| Post Applied For: | **Training and Qualifications Manager** | | | | |
| Continuation Sheet Used: |  | Yes |  | No |  |

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| **PERSONAL DETAILS** | | | | | | | | |
| Surname: |  | | | | | | | |
| Forenames: |  | | | | | | | |
| Address: |  | | | | |  | | |
| Post Code: | | |
| Home Telephone |  | | | | | Mobile No | |  |
| Email Address: |  | | | | | | | |
| Do you hold a current  Driving Licence? | Yes |  | | No |  |  |  | |
| Do you have current business insurance for your vehicle? | Yes |  | | No |  |  |  | |
| National Insurance no: |  |  | |  |  |  |  | |
| Nationality: |  | | | | | | | |
| Work Permit: | Do you require a work permit? | | | Yes |  | No |  | |
|  | Are you a UK or EU/EEA national? | |  | Yes |  | No |  | |

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| **EMPLOYMENT** | | | | | |
| **Present or Most Recent Employment** | | | | | |
| Job Title: |  | | | | |
| Name and address of employer: | | | | Start Date |  |
|  | | | |
| Length of Service: |  |
| Notice Period: |  |
|
|  | | Post Code: | | Current or most recent salary: | £ per annum |
| Reason for Leaving: (if applicable) | | |  | | |
| Please briefly summarise your main duties and responsibilities in the above job: | | | | | |
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| **Previous Employment (start with the most recent)** | | |
| Employer's Name and Address | Job Title with  Start and Finish Dates  (month and year) | Main Duties and Responsibilities  (include final salary and reason for leaving) |
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| **Voluntary Work (please describe any relevant voluntary work)** | | |
| Name and Address of Volunteer Organisation | Start and Finish Dates  (month and year) | Main Duties and Responsibilities |
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| **EDUCATION AND TRAINING** | | | |
| **Secondary Education** | | | | |
| Certificate Gained | Subjects / Modules | Grade / Band | Date | |
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| **Further / Higher Education and Academic Attainments** | | | | |
| Qualification Gained or Working Towards | Main Subjects Studied | Awarding Body / Institution | Name of  College / University | Date Achieved |
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| **Current Professional Membership** | | | |
| Class / Grade of Membership | Institution | How Awarded | Date Awarded |
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| **Other Relevant Training** | | | | |
| Course Name / Subject | Provider | Certificated  (Yes or No) | Duration | Date |
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| **Technical Skills -** Please list any software packages you are familiar with, including word processing packages, databases, spreadsheets and internet software. Please also state your level of competency with each. | |
| Software Package | Competency Level |
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| **Are you a member or Director of any other organisation or company?** Please give details. |
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| **REASONS FOR APPLYING FOR POST** |
| After reviewing the person specification, describe the essential experiences, skills and qualities which you would bring to this role in SHMU. |
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If submitting by post, you may give further 'additional information' on an enclosed continuation sheet. If you do so, please mark the check box at the top of the front page of the application form and securely attach to this sheet.

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| **What impact do you feel that organisations like shmu can bring to the traditional qualification framework?** |
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| **What do you feel are the key issues affecting vulnerable young people in Aberdeen as they make their way through key life transitions?** |
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| **Please detail any additional information below which you have not already given and which you think is relevant to your application.** |
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| **REFERENCES** | | |
| **Please give the names of two people who could provide a reference regarding your suitability for the post for which you are applying. One of these should be your present or most recent employer. You should not give friends or relatives as referees.** | | |
| Name: |  |  |
| Job Title / Position: |  |  |
| Email address: |  |  |
| Professional relationship: |  |  |
| May we request a reference prior to interview? | Yes  No | Yes  No |

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| **DECLARATION** | | | | | |
| **I verify that to the best of my knowledge, the information supplied by me on this application form, and on any additional sheet submitted, is correct** **and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.** | | Yes |  | No |  |
| Should we require further information and wish to contact your doctor with a view to obtaining a medical report, the law requires us to inform you of our intention and obtain your permission prior to contacting your doctor. I agree that the organisation reserves the right to require me to undergo a medical examination. In addition, I agree that this information will be retained in my personnel file during my employment and for up to six years thereafter and understand that information will be processed in accordance with GDPR. | | | | | |
| I agree that if I am successful in this application, I will, if required, apply for PVG Scheme Membership/a PVG Scheme record update. I understand that should I fail to do so, or should the check not be to the satisfaction of the organisation any offer of employment may be withdrawn or my employment terminated. | | | | | |
| Signature:  (type name if submitting electronically) |  | | | | |
| Date: |  | | | | |

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| **SOURCE** | |
| Where did you see the post advertised? |  |

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| **GDPR** The information that you provide is subject to the protection of GDPR and will not be used for any alternative purpose without your consent.  **RETURN OF COMPLETED FORM**  **Email:** Please ensure your subject title states APPLICATION RETURN, also quoting the Job Title and email to; [vacancies@shmu.org.uk](mailto:vacancies@shmu.org.uk)  **Post:** Recruitment,  Station House Media Unit,  Station Road, Woodside,  Aberdeen AB24 2WB |

**Self Disclosure Form**

**CONFIDENTIAL**

We operate a fair recruitment process and will ensure anyone applying or holding for a role in our organisation is given the opportunity to discuss any unspent convictions which they are required to tell us about.

As part of our recruitment process, this self-disclosure form should be completed and returned with application form. **This form is not made available to those conducting the recruitment interview.** Self disclosures relating to unsuccessful participants will be securely destroyed and will not be held on our records.

The post that you have applied for requires a basic, standard or enhanced disclosure or is one where your normal duties include regulated work and requires a PVG disclosure in accordance with at least one of the following pieces of legislation:-

* Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended)
* Exclusions and Exceptions (Scotland) Order 2013 (as amended)
* Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)
* Police Act 1997 (as amended)
* Management of Offenders (Scotland) Act 2019

You are therefore required to disclose certain convictions or admonishments together with any other relevant non conviction information as detailed below. Having a criminal record will not necessarily be a bar to working or volunteering with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974.

This guidance relates to convictions or admonishments in Scotland. If you have any vetting information from England, Wales or Northern Ireland, you should refer to that country’s guidance on what to disclose.

**Data Protection Act 2018 and GDPR**

The information given in this form will be treated in strict confidence. When completed, the document contains sensitive personal data as defined by the Data Protection Act and GDPR which will be used only for the purpose it was requested and handled in accordance with the Act.

**UNSPENT CONVICTIONS**

**You must complete this section**.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

Do you have any unspent convictions?

If you have crossed yes, please provide details below.

All unspent convictions must be disclosed. Please provide details of any unspent convictions here:-

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Offence | Disposal |
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**Equal Opportunities Monitoring**

**CONFIDENTIAL**

Station House Media Unit is an equal opportunities employer and will ensure that no job applicant or employee receives less favourable treatment particularly on the grounds of gender, race, colour, nationality, sexual orientation, gender reassignment, ethnic origin, marital status, disability, age, religious belief, political belief, trade union activity, responsibility for dependants, employment status or HIV status.

Please complete this form and return it with the main Application Form to assist shmu in monitoring its Recruitment and Selection process. In addition, the information will form part of the employment record for the successful applicant and will be used by shmu for later equal opportunities monitoring purposes throughout the period of employment; all employees are given equal opportunity and are encouraged to progress within the Organisation.

**This form is not made available to those conducting the recruitment interview.**

We are committed to an ongoing programme of action to make this policy fully effective. To ensure that this policy is fully and fairly implemented and monitored, and for no other reason, would you please provide the following information (please tick box or state where requested):

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| --- | --- | --- | --- | --- |
| GENDER: | | | | |
| Female | Male | Non-binary/third gender | Do not wish to declare | Prefer to self-describe: |

|  |  |
| --- | --- |
| AGE: | |
| Date of Birth | Do not wish to declare |

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| MARITAL STATUS: | | |
| Married / Civil Partnership | Single | Living with Partner |
| Divorced/Separated | Widowed | Do not wish to declare |

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| ETHNIC ORIGIN: | | | | | |
| Individuals should identify with which one of the under noted categories they most closely associate themselves, having regard to their ethnic or cultural background. | | | | | |
| WHITE: | | | | | |
| Scottish | | British | | English | |
| Irish | | Welsh | | Other White Background  (please state) | |
| MIXED: | | | | | |
| White & Black Caribbean | White & Black African | | White & Asian | | Other Mixed Background (please state) |
| ASIAN: | | | | | |
| Indian | Pakistani | | Bangladeshi | | Other Asian Background (please state) |
| BLACK: | | | | | |
| African | Caribbean | | Other Black Background (please state) | | |
| Other Ethnic Group (please state) | | | Do not wish to declare | | |

**Supplementary Questions**

**for Applicants with Disabilities**

**CONFIDENTIAL**

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| --- | --- | --- | --- |
| Post Applied for: |  | | |
| Surname: |  | Initials: |  |

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| DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY? | | |
| It is recognised that disabled people are not only those whose disability is immediately apparent (e.g. blind people or those in wheelchairs) but also those whose disability is not immediately obvious (e.g. heart trouble, mental illness or diabetes). | | |
| Yes | No | Do not wish to declare |

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| Station House Media Unit welcomes applications from people who have or have had a disability. We will interview all applicants who have or have had a disability and meet the minimum essential criteria for the job.  The Disability Discrimination Act 1995 makes it unlawful for an employer to discriminate against a disabled person in the field of employment.  The Act defines a disabled person as;  *someone with a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.* | If you have a disability or an impairment which is covered by the Disability Discrimination Act 1995 and you would require Station House Media Unit to make reasonable adjustments*,* please answer the following questions.  Otherwise you do not need to tell us of any disability or impairment you may have.  **This form is not made available to those conducting the recruitment interview.**  ***This information will not count against you,*** but will help us consider ways in which we can reasonably accommodate your needs. |

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| If you would like Station House Media Unit to consider making reasonable adjustmentsin respect of the job you are applying for, can you suggest what they may be in order that you might carry out the essential tasks of the job? |

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| What arrangements do you require at the interview stage - wheelchair access, sign language interpreter, etc? |

This form should be returned, once completed, along with the main Application Form either by e-mail or to the address shown at the Return of Form section.