

**Footnotes & Declarations**

**Footnote (1)**

The Rehabilitation of Offenders Act 1974 provides, for many people who have been convicted of certain criminal offences, the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as 'spent' after the lapse of a period of years under the terms of the Act. The Scottish Huntington's Association employment for which you are applying is excluded in the provisions of the Act, unless otherwise stated in the job description. Unless stated, you are required not to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. This means that all previous convictions could result in dismissal or disciplinary action, if not declared. Any information given, however, will be completely confidential and will be considered only in relation to the post for which this application form refers. Previous convictions will not necessarily bar you from employment with Scottish Huntington's Association.

- I declare that I :
- (a) have no previous convictions
  - (b) have not been barred from working with vulnerable adults, or children
  - (c) have previous convictions - details of which I give below

**(Where stated in the job advertisement, this information will be verified by Disclosure Scotland)**

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**Footnote (2)**

In processing any personal information or data we hold about you we will comply with the requirements of The General Data Protection Regulation (GDPR May 2018). In particular all reasonable steps will be taken to ensure data is processed fairly, that data is adequate, accurate, kept secure and not stored longer than necessary, protected against loss or damage and only disclosed (unless required by law or legal process) on a need to know basis. Under the regulation you are entitled to ask us in writing to provide copies of certain data we hold about you, upon payment of the appropriate fee.

**Declaration**

I declare that to the best of my knowledge the information contained in this form is accurate and I consent to details being retained confidentially and used for specific and lawful purposes as specified in The General Data Protection Regulation 2018.

**Signature:**

**Date:**

**Qualifications achieved**

Subject	Type of Qualification, (eg Standard Grade, Higher Grade, BSc, Masters)	Grade	Date Awarded

**Qualifications currently studying or working towards**

Subject	Type of Qualification, (eg Standard Grade, Higher Grade, BSc, Masters)	Grade Anticipated	Dates Anticipated

**Membership of professional regulatory bodies (if applicable)**

Full name of organisation(s)	Registration number	Renewal date

**Present (or most recent) post**

Job title: \_\_\_\_\_ Grade: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates employment started and (if applicable) finished: \_\_\_\_\_

Reason for leaving (if applicable): \_\_\_\_\_

Notice period: \_\_\_\_\_ Current/most recent salary: \_\_\_\_\_

**Role purpose / summary of responsibilities**

(Continue on a separate sheet if necessary)

**Employment History**

List your most recent job first then work down the page. If a job supports the position applied for, please say more about it in your 'support of application' statement on page 6

Job title and Grade	Employer	Dates (from)	Dates (to)

**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 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, (only 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: _____
Designation _____	Designation _____
Capacity in which known _____	Capacity in which known _____
Address _____	Address: _____
_____	_____
Postcode _____	Postcode _____
Telephone _____	Telephone _____
E-mail _____	E-mail _____

**Driving licence**

**Driving Licence - Only complete if a driving licence is essential**

Do you have a driving licence?

YES  NO

**Statement in support of application**

Please tell us your personal qualities, skills and attributes, experience and any major achievements and show how they match those needed for this job. If necessary, please continue on a separate sheet and attach securely to this section.



### IMPORTANT ADVICE BEFORE COMPLETING YOUR APPLICATION FORM

We have provided the following guidance notes to assist you in completing your application form.

Please note the Scottish Huntington's Association cannot normally invite all applicants for an interview. The decision to shortlist therefore will be based solely on the information you provide on the application form and supporting papers.

- 1 Read carefully all the information, paying particular attention the **Job Description** – which gives details of the duties of the post, and the **Personal Specification** which describes the selection criteria which will be used to assess your application
- 2 When completing your application for, it is essential that you include all relevant experiences that you have gained. This may, if relevant, include voluntary/community work and or student placements.
- 3 Using the **Person Specification** you must explain how you meet the selection criteria
- 4 References – you must provide details of two references. Two employment references, one of which must be your present or most recent employer
- 5 If you have not recently worked in paid employment you may provide the name and address of anyone who can comment on your suitability for this post. This must not be a relative. School/college leavers may provide the name and school/address of their tutor
- 6 Please complete the Equal Opportunities Monitoring Form. This helps the Scottish Huntington's Association to monitor our recruitment strategy and to promote our Equal Opportunities Policy. The form will only be used for statistical purposes
- 7 When you have completed your application form, please read through thoroughly, checking any errors or omissions and sign it
- 8 Please make certain that you send or deliver your application form in plenty of time to the address provided, late applications cannot be considered after the specified date in the recruitment advert.

If you wish your application form to be acknowledged, please enclose a stamped addressed envelope.

Thank you for your interest in this post.