Please refer to guidance notes before completing this application Form.

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| **Applicant Number (office use only)** |  |
| **Post Applied For** |  |

**PERSONAL INFORMATION**

(Confidential, the top 4 sheets will be removed and not used for shortlisting purposes)

1. **Personal Details**

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| --- | --- | --- |
| **Personal Details** | | |
| **Name** |  | **Home Address** |
| **Mobile Number** |  |  |
| **Home Number** |  |
| **Email** |  |

1. **General**

Please give two referees. One must your current or most recent employer, the other could be a character reference. Referees cannot be a relative or a close friend. Please indicate if referees can be contacted prior to interview.

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| **Name** |  | **Work Name & Address** |
| **Job Title** |  |  |
| **Tel. Number** |  |
| **Email** |  |
| **Relationship** |  |
| **Contact prior to interview (delete as appropriate): Yes / No** | | |

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| --- | --- | --- |
| **Name** |  | **Work Name & Address** |
| **Job Title** |  |  |
| **Tel. Number** |  |
| **Email** |  |
| **Relationship** |  |
| **Contact prior to interview (delete as appropriate): Yes / No** | | |

**Please complete details or delete Yes/No as appropriate**

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| Current Post Title |  |
| Period of notice required by current employer |  |
| Are there any dates when you will be unavailable for interview? |  |
| Are there any adjustments that DWA will need to make, should you be invited to interview? |  |
| Are there any restrictions to your residence in the UK, which might affect your right to take up employment? | Yes/No  If Yes, please provide details |
| If you are successful in your application will you require a work permit prior to taking up employment? | Yes/No |
| How did you find out about the post? |  |

**Data Protection Statement**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. Unsuccessful applications will be destroyed after 6 months.

If you succeed in your application and take up employment with us, the personal information that you give us will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form you agree to the processing of personal data, (as described above) and in accordance with our registration with the Information Commissioner.

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| **DECLARATION** |
| I declare that to the best of my knowledge and belief the information given is correct and complete. I understand that DWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information I have provided to DWA is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by DWA, any medical reports or disclosure check.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**DWA is an Equal Opportunities Employer**

**All Women’s Aid work involves direct contact with women in fear of male violence. Women only need apply under Section 7 (ii) (d) & (e) of the Sex Discrimination Act.**

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| DECLARING CONVICTIONS – SCOTLAND  THE REHABILITATION OF OFFENDERS ACT (EXCLUSIONS AND EXCEPTIONS) (SCOTLAND) (AS AMENDED)  The position 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) * Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) * Exclusions and Exceptions (Scotland) Order 2013 (as amended) * Protection of Vulnerable Groups (Scotland) Act 2007 (as amended) * Police Act 1997 (as amended)   You are therefore required to disclose certain convictions or admonishments together with any other relevant non conviction information as requested 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**  The information given in this form will be treated in strict confidence. When completed, document contains sensitive personal data as defined by the Data Protection Act 2018 and will be used only for the purpose it was requested and handled in accordance with the Act. | | | |
| **UNSPENT CONVICTIONS**   |  |  | | --- | --- | | Yes |  | | No |  |   You must complete this section. 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 and admonishments here:- | | | |
| Date | Court | Offence | Disposal |
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| **SPENT CONVICTIONS**  This section should only be completed following the guidance below but you should not tell us about any convictions which were gained before the age of 12. The 2020 amendment order gives 2 lists of offences that may be disclosed for an extended period. Details of spent convictions are available via the following link on our website [recruiting\_with\_convictions\_policy\_and\_self-disclosure.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.volunteerscotland.net%2Fmedia%2F1680958%2Frecruiting_with_convictions_policy_and_self-disclosure.docx&wdOrigin=BROWSELINK)  Convictions detailed in Appendix 2 should only be detailed if 15 years from the date of conviction (if 18 or over at the time of conviction) or 7½ years (if under 18 at the time of conviction) unless you received a custodial sentence exceeding 48 months in which case you must always disclose this information. Those in appendix 3 should only be disclosed if they are unspent. If you have any convictions for offences detailed in these lists which are now considered to be spent in normal circumstances, you should not disclose these on this form, however, please be aware that if you are applying for a PVG disclosure, this information can be released on your certificate for longer than the normal rehabilitation period (see Conviction Disclosure Guidelines in Appendix 1). Disclosure Scotland will notify you if you have any convictions which fall under this extended disclosure period as you can (if you wish) apply to have this information removed from your disclosure. Where such information is released, we will discuss this with you when we receive our copy of your disclosure. Please note that applying to have this information removed does not guarantee its removal, the final decision on this will be made by a Sheriff or using the review mechanism when it becomes available.  If you have any convictions for offences detailed in Appendix 2 and the extended disclosure period has not passed, please provide the information here | | | |
| Date | Court | Offence | Disposal |
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| **CONVICTION DISCLOSURE GUIDELINES** | | | | | |
| Minor conviction | | Conviction detailed in Appendix 3 | Conviction detailed in Appendix 4 | A custodial sentence of more than 48 months | |
| Will be detailed for the rehabilitation period as detailed in Appendix 1 and Appendix 4. The conviction will not be detailed after it becomes spent. | | Will be detailed for a minimum of 15 years (7½ years if under 18 at the time of conviction) and then, if spent, the individual can apply to have the information removed. | Will be detailed for a minimum of the rehabilitation period and then potentially for up to 15 years) from the date of conviction (or 7½ years if under 18 at the time of conviction. After the initial rehabilitation period and if spent, the individual can apply to have the information removed.  The conviction will not be detailed after this period. | Never spent | |
|  | |  |  |  | |
| Please provide the details of any other relevant information here:- | | | | | |
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| **BARRED LISTS**  I understand that my role involves regulated work and confirm that I am not barred from the relevant regulated work group(s). | | | | | |
| Signed | | | | | Date |
|  | | | | |  |
| **DECLARATION**  I certify that the information contained in this form is true and complete to the best of my knowledge and belief. I understand that any false information or omission in the information I have given may lead to the immediate suspension or termination of my volunteering or employment with the organisation.  I confirm that I have read and understood this declaration. | | | | | |
| Full name |  | | | | |
| Address |  | | | | |
| Signed |  | | | | |
| Date |  | | | | |