

Please read carefully all instructions and job details prior to completing this form. Please type where possible, and if not write clearly in black ink as it will be necessary to photocopy your application. Continuation pages maybe used for any section and must include your name; position applied for and be numbered. Please ensure that they are appropriately attached. RAMH do not accept C.V. applications

PERSONAL DETAILS

| | | |
|--------------------------|------------------------|---------------|
| Position applied for: | Ref: | Closing Date: |
| Service/ Project: | | |
| Surname (Block capitals) | Initials | |
| Address (Block capitals) | | |
| | | Post Code: |
| Home telephone number: | Work telephone number: | |
| Mobile number: | Email address: | |

REFEREES

RAMH will approach the referees of short listed candidates only. Please provide details of three individuals who may be approached for a reference who can comment on your suitability for this position. The first referee must be your present or most recent employer. RAMH **will not** accept a reference from a relative. **RAMH reserves the right to contact any of your previous employers.**

| Present/ Most recent employer | Previous employer | Third referee (Character |
|---|---|---|
| Name: | Name: | Name: |
| Job Title: | Job Title: | Job Title: |
| Address: | Address: | Address: |
| Email: | Email: | Email: |
| Telephone Number: | Telephone Number: | Telephone Number: |
| Can we contact them prior to interview? <input type="checkbox"/> YES <input type="checkbox"/> NO | Can we contact them prior to interview? <input type="checkbox"/> YES <input type="checkbox"/> NO | Can we contact them prior to interview? <input type="checkbox"/> YES <input type="checkbox"/> NO |
| In what capacity does this person know you? | In what capacity does this person know you? | In what capacity does this person know you? |

Are you entitled to work in the U.K? YES NO

If you have a disability, or require any support needs, please indicate any arrangements you require if invited to interview.

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EDUCATION, QUALIFICATIONS AND TRAINING

Where applicable please include details of examinations which have been or are about to be taken, where results are not yet available then note '**pending**' beside them. Applicants with a Degree Qualification are not required to detail qualifications obtained at school.

SECONDARY, FURTHER AND HIGHER EDUCATION

| Subject | Qualification gained e.g. GCSE's, Higher: | Grade | Date (MM/YY) | University, College, School |
|---------|--|-------|--------------|-----------------------------|
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PROFESSIONAL QUALIFICATIONS (Proof of professional status will be required before an appointment is made)

Name of Professional Body and Qualification awarded

Are you registered with the Scottish Social Services Council (SSSC) YES NO

If YES, please provide the Registration Number

Are you registered with any other body? YES NO

If YES, please provide the name of the Professional Body?

Do you have a PVG (Protection of Vulnerable Groups) Scheme Record ? YES NO

TRAINING COURSES ATTENDED (Relevant to the person specification)

| Training Course or Registered Trainer Details | Date achieved |
|---|---------------|
| Continue on a separate sheet if necessary | |

DETAILS OF LAST OR CURRENT EMPLOYER

| Name and Address of Employer | From (MM/YY) To (MM/YY) | Reason for leaving | Notice required | Salary |
|------------------------------|----------------------------|--------------------|-----------------|--------|
| | | | | |

CURRENT JOB TITLE:

Duties: (briefly highlight the main duties, responsibilities, skills or experiences gained in most recent employment, relevant to the post for which you are applying. If you are a school leaver please include details of vacation employment.

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DETAILS OF PREVIOUS EMPLOYMENT (including voluntary or home based)

| Name and Address of Employer | Position and Grade Held | From (MM/YY) To (MM/YY) | Reason for Leaving |
|------------------------------|-------------------------|----------------------------|--------------------|
| | | | |

YOUR ABILITY TO MEET ESSENTIAL CRITERIA FOR THE POST

PROFESSIONAL STATEMENT

The job description details the key areas of responsibility and task. The person specification details key areas of knowledge, experience and skills, some of which are essential. Please demonstrate in this section how you meet the person specification requirements. Short listing will depend on how well you demonstrate your ability to meet these criteria.

Continue on a separate sheet if necessary

Do you know anyone working for RAMH? YES NO

Name Relationship

DECLARATION

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated.

If invited to interview RAMH will review your completed Criminal Convictions Declaration Form and if relevant to the post you will be required to complete either an Enhanced Disclosure/ PVG scheme. I understand information may be shared with the Local Authority Funding Bodies.

Signature Date

RAMH operates a confidential and secure service and is registered under the Data Protection Act and are GDPR Compliant. The information you provide will be processed by computer. You may have access to information on written request.

RAMH is a charity registered in Scotland No SC0 10430 and is a Company Limited by Guarantee No 14145



EQUAL OPPORTUNITIES MONITORING FORM

CONFIDENTIAL

Please complete and return with your application form in the envelope provided. The information provided will not form the basis of any part of selection, all information is confidential and used only for statistics.

Please tick as appropriate

Age:

- Under 25
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

Gender:

- Male
- Female

Would you describe yourself as disabled?

- Yes
- No

Do you consider that you have a long-term health problem (including mental health)

- Yes
- No

Please describe your ethnic origin:

WHITE

- Scottish
- Other British
- Irish
- Any other white background

BLACK, BLACK SCOTTISH OR BLACK BRITISH

- Caribbean
- African

ASIAN, ASIAN SCOTTISH OR ASIAN BRITISH

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

MIXED

- Any mixed background

OTHER ETHNIC BACKGROUND

- Any other background

What is your sexual orientation?

- Bisexual
- Homosexual
- Heterosexual
- Other
- Prefer not to say

Is your gender identity the same as the gender you were assigned at birth?

- Yes
- No

EQUAL OPPORTUNITIES POLICY

RAMH is fully committed to providing equal opportunities in employment and to avoiding unlawful discrimination in the workplace. This policy is intended to assist the Organisation to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

The aim of the policy is to ensure that no job applicant or employee receives less than favourable treatment than any other on any grounds including race, colour, nationality, ethnic, natural origins, religion, sex, sexuality, marital status, disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. RAMH strive to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity, and that respect is an important aspect of ensuring equal opportunities in employment.

This policy will apply to recruitment, selection, promotion, transfer, training, benefits, facilities, procedures and terms and conditions of employment of all staff including, full time, part time, sessional and volunteers. RAMH will pursue practices designed to promote equality and eliminate discrimination and will review their effectiveness annually.

Equal opportunities in Employment

RAMH will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

The Organisation will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if RAMH considers it has good reasons, unrelated to any protected characteristic, for doing so. RAMH will comply with its obligations in relation to statutory requests for contract variations. RAMH will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

RAMH cannot lawfully discriminate in the selection of employees for recruitment or promotion, but may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group that RAMH identifies as being under-represented in particular types of job.

