# C:\Users\dbmcg\AppData\Local\Microsoft\Windows\INetCacheContent.Word\Family Mediation Logo (002).jpg

# JOB APPLICATION FORM

# Information will be treated in strictest confidence

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| **PERSONAL DETAILS** |
| FULL NAME |  |
| ADDRESS |  |
|  |  |
|  |  |
| Tel. No. Work |  | Mobile |  |
| Tel. No. Home |  | Email |  |

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| **POST APPLIED FOR**  |  |

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| This post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 by Exclusions and Exceptions Order 2003. If you are selected for an interview you are required to disclose all convictions (unspent) on a self-disclosure form. If you record previous convictions, or other relevant information you will be given the opportunity to discuss this if successful at interview.  |

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| If Family Mediation West identifies that the position requires direct contact with children or vulnerable groups you will be required to become a member of the Protection of Vulnerable Groups Scheme. I confirm that:* I am a member of the PVG Scheme YES/NO or
* I understand that I may be required to become a member of the PVG Scheme. YES/NO
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| Do you have a disability or additional support need that would require any specific arrangements to be made at interview or, if successful at interview, in your role as a mediator? If so please specify the nature of the disability/additional support need and your requirements here. |

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| How did you find out about this post? |

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| **EDUCATION AND TRAINING** |
| **PLEASE LIST ALL THE QUALIFICATIONS YOU HAVE; AND ANY EDUCATION AND / OR RELEVANT TRAINING (INCLUDING SHORT COURSES) THAT YOU HAVE UNDERTAKEN** |
| Dates | Education | Qualifications |
|  |  |  |
| Other training courses / qualifications relevant to this application |

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| **EMPLOYMENT RECORD**  |
| **PLEASE INCLUDE PAID WORK AND RELEVANT UNPAID/VOLUNTARY WORK** |
| Dates Employed | Name and address of employer | Job Title and brief description of duties |
| From | To |  |  |
|  |  |  |  |

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| **PLEASE TELL US WHY YOU WISH TO APPLY FOR THE POST OF FAMILY SUPPORT WORKER**  |
| **THIS SHOULD INLCUDE INFORMATION ABOUT THE EXPERIENCE AND SKILLS YOU HAVE TO ENABLE YOU TO CARRY OUT THE TASKS AS DETAILED IN THE JOB DESCRIPTION/ PERSON SPECIFICATION.** |

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| **REFERENCES** |
| Referee |  | Referee |  |
| Name |  | Name |  |
| Position |  | Position |  |
| Organisation |  | Organisation |  |
| Address |  | Address |  |
|  |  |  |  |
|  |  |  |  |
| Telephone |  | Telephone |  |
| Email |  | Email |  |
| Capacity in which known |  | Capacity in which known |  |
| May we contact this referee prior to appointment  | YES /NO | May we contact this referee prior to appointment  | YES /NO |

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| **DECLARATION** |
| * I declare that, to the best of my knowledge, the information given on this form and on any other documents supporting this application is true and correct. I understand that false or misleading information will lead to my exclusion from the selection process and may lead to dismissal in the event of appointment.
* I declare that there are no outstanding complaints against me and that I have not had any complaints upheld against me by any professional body, and I have not had my membership of any professional organisation terminated on the grounds of professional misconduct.
* I understand that any information that I give will be treated in the strictest confidence and managed according to the organisation’s Confidentiality Policy and in accordance with the Data Protection Act.
* I agree that if successful, a copy of this application form can be sent to Relationships Scotland’s National Office.

Signature: Date: |

* Completed application forms should be returned to:

pauline.linn@fmwest.org.uk

* Closing date for applications**: Friday 26th August 2022**

Please tick (by putting an x in the box) if you are sending the form electronically. By returning the form electronically you agree all the information is correct, agree to the contents and agree to a copy of this form being kept by Local Service and Relationships Scotland National Office.

**SHEET C2**

**SHEET C3**

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|  **CRIMINAL CONVICTIONS SELF DECLARATION FORM**  |

**PRIVATE & CONFIDENTIAL**

As part of the recruitment process all applicants successful at interview are asked to declare any unspent convictions or pending court cases. Any convictions that are spent\* do not have to be declared. If you have no pending court cases or criminal convictions you must clearly write NOT APPLICABLE in the box below and sign the declaration. The information you provide is confidential and will be treated as such under the terms of the Rehabilitation of Offenders Act 1974 and the Data Protection Act 1998.

We are committed to equality of opportunity and welcome applicants from all sections of the community. Applicants will be assessed on their ability to meet the competencies set out in the person specification and only if offered a position will relevant criminal convictions be taken into consideration. You should be prepared to answer further questions if required about any convictions that you declare.

Please provide details of all unspent criminal convictions (including cautions, deferred sentences, absolute discharges, bound over, probation orders and investigations) and any pending court cases:-

1. The type of offence, the date of the conviction, the sentence passed and which court passed sentence
2. What were your circumstances at the time?
3. What have you learned from the experience?
4. What is your present situation and future expectations?
5. Any other relevant information

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| Please continue on a separate sheet if you need to |

**Declaration**

I declare that the information I have given on this form is true and complete to the best of my knowledge and belief. I understand that my offer of a position may be withdrawn or that I may be dismissed for withholding relevant details or giving false information.

Name Signature Date

Please seal this form in a separate envelope marked “confidential” and bring the envelope containing the form when you attend for interview. The envelope containing the form will only be opened if you are offered a position. If you are unsuccessful, the declaration will be destroyed unseen. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

\*The Rehabilitation of Offenders Act 1974 provides that, subject to certain exceptions, those convicted of a criminal offence who have not re-offended during a specified period from the date of conviction will be deemed rehabilitated and their convictions will be considered to be ‘spent’. The specified period of time depends upon the sentence imposed. Refer to [www.nacro.org.uk/data/files/nacro-2007021302-65.pdf](http://www.nacro.org.uk/data/files/nacro-2007021302-65.pdf)