Text

Description automatically generated

Thank you for your interest in this post. ACE IT Scotland will welcome and carefully consider your application. The information you supply on this form will be treated in confidence.

Please email your completed application form to [iain@aceit.org.uk](mailto:iain@aceit.org.uk)

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| **APPLICATION FORM**  **PRIVATE & CONFIDENTIAL** | |
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| Application for the post of: **Outreach Worker** | |
| Location: **Edinburgh** | |

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| **Section 1: PERSONAL INFORMATION** | | | | | | |
|  | | | | | | |
| Name: |  | | | | | |
| Address: |  | | | Tel (home): |  | |
| Tel (work): |  | |
| Postcode: |  | | | Mobile: |  | |
| Email: |  | | | | | |
| Current driving licence? | | YES/NO | |
| Are there any restrictions on you taking up employment? | | | | | | YES/NO |
| If yes, please provide details: | | | | | | |
|  | | | | | | |
| Do you have the right to work in the UK? | | | YES/NO | | | |
| Can you travel around Edinburgh?  Note -Travel expense outside of daily commute to work can be claimed in line with ACE IT Scotland policy. | | | YES/NO | | | |
| How did you hear about this post? | | |  | | | |

**Please note that ACE IT Scotland’s recruitment is competency based, refer to the job description when completing this application form.**

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| **Section 2: ABOUT YOU** |
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| In under 500 words, please tell us why you are the right candidate for this role. |
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| **Section 3: EDUCATION AND PROFESSIONAL TRAINING** | | | |
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| Please give details of any courses undertaken and qualifications gained with dates which you feel are relevant to this application (include part-time, full-time and distance learning/online courses). | | | |
| Educational Institution | Qualifications gained | Dates (mm/yy) | |
| From | To |
|  |  |  |  |
|  |  |  |  |
| Please detail any other relevant training: | | | |
|  | | | |
| Existing PVG Member number  (if applicable): |  | | |

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| **Section 4: EMPLOYMENT HISTORY (starting with your current or most recent employment)** | | | | | |
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| Name of Employer: |  | | | | |
| Address: |  | | | | |
| Postcode: |  | Telephone: |  | | |
| Email: |  | | | | |
| Your Job Title: |  | | | Salary: |  |
| Start date: |  | End date: | |  | |
| Key tasks/  responsibilities in this role: |  | | | | |
| Key achievements in this role: |  | | | | |
| Reason for leaving: |  | | | | |

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| **Section 4 continued: EMPLOYMENT HISTORY continued** | | | | |
|  | | | | |
| Name of Employer: |  | | | |
| Address: |  | | | |
| Postcode: |  | Telephone: |  | |
| Email: |  | | | |
| Your Job Title: |  | | | |
| Start date: |  | End date: | |  |
| Key tasks/  responsibilities in this role: |  | | | |
| Key achievements in this role: |  | | | |
| Reason for leaving: |  | | | |

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| **Section 4 continued: EMPLOYMENT HISTORY continued** | | | | |
|  | | | | |
| Name of Employer: |  | | | |
| Address: |  | | | |
| Postcode: |  | Telephone: |  | |
| Email: |  | | | |
| Your Job Title: |  | | | |
| Start date: |  | End date: | |  |
| Key tasks/  responsibilities in this role: |  | | | |
| Key achievements in this role: |  | | | |
| Reason for leaving: |  | | | |

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| If offered employment by ACE IT Scotland, when would you be able to take up the post? |  |
| **Other employment**  If employed by ACE IT Scotland, would you be employed or self-employed in any other capacity? | YES/NO |
| If Yes please give details: | |
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| **Section 5: REFERENCES** | | |
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| **Please give the details of two people from whom we may obtain a reference for you.**  Your first reference must be your present or most recent employer.  If you are unable to provide work experience referees, please provide details of people from whom we would be able to obtain a character reference.  References will not be sought unless you have been identified as the preferred candidate. | | |
|  | **REFERENCE 1** | **REFERENCE 2** |
| Name: |  |  |
| Job Title: |  |  |
| Organisation: |  |  |
| Address: |  |  |
| Tel: |  |  |
| Email: |  |  |
| Please indicate in what capacity you are known to the referee: |  |  |
|  | Do you wish to be consulted before this referee is approached:  Yes  No | Do you wish to be consulted before this referee is approached:  Yes  No |

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| **Section 6: CAUTIONS, REHABILITATION AND CRIMINAL RECORDS** | |
| Because of the nature of the work for which you are applying, this post is exempt from the provisions of Section 4(2) (a) and (b) of the Rehabilitation of Offenders Act 1974 by virtue of the, Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013,which means that convictions that are unspent under the terms of the Rehabilitation of Offenders Act 1974 and certain relevant spent convictions must be disclosed, and will be taken into account in deciding whether to make an appointment. Any information will be completely confidential and will be considered only in relation to this application.  In addition, if successful in being appointed, you may be required to have a PVG check, the results of which will remain strictly confidential. | |
| Do you have any unspent convictions or any relevant spent convictions? | YES/NO |
| If YES, please give details: | |
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| **Section 7: DECLARATION (Please read this carefully before signing this application)** | | | |
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| 1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered. 2. I agree that should I be successful in this application; I will be required to pass a Disclosure Scotland working with adults disclosure. I understand that, should I fail to do so, or should the disclosure not be to the satisfaction of ACE IT Scotland, any offer of employment may be withdrawn, or my employment terminated. | | | |
| Signed: |  | Date: |  |