**EMPLOYMENT APPLICATION FORM**

**SHARED CARE SCOTLAND**

Please complete this form and return it (by email preferred) on or before the closing date specified in the advertisement. Late applications will not be considered. ONLY INFORMATION PROVIDED ON THIS APPLICATION FORM WILL BE CONSIDERED BY THE PANEL. Curriculum vitae may be submitted as supporting information only. Candidates are asked to outline clearly how their skills, knowledge and experience is suited to this post and meet the requirements of the Job Description and Person Specification.

In handling your application we will observe strict confidentiality. We ask for personal information from job applicants to assist with our recruitment process. The personal information you supply will be kept in a recruitment folder. Only those involved with short-listing and appointment will have access to this data.

Continuation sheets may be added if necessary.

* Please reply to: [office@sharedcarescotland.com](mailto:office@sharedcarescotland.com?subject=Job%20Application%20-%20Administrator)
* If posting to: Shared Care Scotland, Dunfermline Business Centre, Izatt Avenue, Dunfermline, KY11 3BZ
* We will acknowledge all applications received

#### POSITION APPLIED FOR: COMMUNICATIONS ASSISTANT

1. **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
| Surname: | Other Names: | |
| Contact Telephone Number: (including STD code)  Daytime:  Evening: | | |
| Contact Address: | | |
| Email:  *(We would prefer to contact you by email – if this is not appropriate, please tick here*  *)* | | Postcode: |

|  |  |  |
| --- | --- | --- |
| Nationality: |  |  |
| Do you have the right to work in the UK?  Note: the company will require proof of this right before an offer of employment can be confirmed – e.g., Birth certificate and / or any other appropriate document required to confirm your right to work in the UK as required by law. | Yes | No |
| Do you have a clean, current driving licence? | Yes | No |
| Have you a car / access to a car for business use? (if applicable to the post) | Yes | No |

|  |  |  |
| --- | --- | --- |
| If selected for interview, do you require any special arrangements to be made on account of a disability? | Yes | No |
| If “yes”, please give brief details of the effects of your disability on your day-to-day activities, and any other information that you feel would help us to accommodate your needs during your interview and fulfil our obligations under the Equality Act 2010:  Please provide details: | | |

|  |  |  |
| --- | --- | --- |
| Do you have any current / unspent criminal convictions or any pending cases? (*Declaration subject to the Rehabilitation of Offenders Act 1974*) | | |
| Yes | No |  |
| If 'Yes', please give details, including dates, in the space below (spent convictions do not have to be declared): | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred work arrangements: | Full-time | Job share | Compressed hrs |
| When can you start with us? |  | | |

1. **SUITABILITY FOR THE POSITION**

Please use this section to explain clearly why you are interested in this position. You should provide examples of work undertaken and highlight your achievements to demonstrate your suitability for the job. You should refer carefully to the Job Description and Person Specification and tell us how your skills, knowledge and experience, including voluntary experience if this is relevant, meets the criteria that we are looking for. (The box will expand and you can use a continuation sheet if required.)

|  |
| --- |
|  |

1. **EDUCATION**

Please state qualifications (for which you may later need to provide evidence.) Please attach additional pages as necessary, providing the same information outlined below.

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | School | Examinations taken and Qualifications Gained  (Specify Grades) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **FURTHER / HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of Institution  (state if full or part-time) | Examinations taken and qualifications gained (Specify grades or degree class obtained) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **OTHER RELEVANT EDUCATION / TRAINING / ACHIEVEMENTS**

Any other relevant qualifications, voluntary and community work or records of achievement (e.g., courses attended), including membership and status of any relevant Professional or Technical Association.

|  |  |
| --- | --- |
| Date | Achieved |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **EMPLOYMENT RECORD**

|  |  |
| --- | --- |
| Present or most recent employer: | |
| Job title: | |
| Start date: | Leaving date: (if applicable) |
| Salary: | |
| Employer's name and address: | |
| Brief description of Duties / Responsibilities: | |
| Reason for leaving or wishing to leave: | |
| Period of notice required to terminate present employment: | |

1. **PREVIOUS EMPLOYMENT** – please list in date order.

|  |  |
| --- | --- |
| Job title: | |
| Start date: | Leaving date: |
| Final salary: | |
| Employer's name and address: | |
| Brief description of Duties / Responsibilities: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Job title: | |
| Start date: | Leaving date: |
| Final salary: | |
| Employer's name and address: | |
| Brief description of Duties / Responsibilities: | |
| Reason for leaving: | |

|  |  |
| --- | --- |
| Job title: | |
| Start date: | Leaving date: |
| Final salary: | |
| Employer's name and address: | |
| Brief description of Duties / Responsibilities: | |
| Reason for leaving: | |

1. **REFEREES**

Please give the details of two referees. At least one referee should normally be from your current or most recent employer. Referees will not be contacted without your prior approval.

|  |  |
| --- | --- |
| Full Name: | Full Name: |
| Position: | Position: |
| Company: | Company: |
| Address:  Telephone No:  Email: | Address:  Telephone No:  Email: |
| Nature of Relationship: | Nature of Relationship: |

1. **VERIFICATION OF INFORMATION**

|  |  |
| --- | --- |
| I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment. | |
| Type or Sign Name: | Date: |

|  |
| --- |
| The information provided by you on this form may be processed for purposes permitted by the General Data Protection Regulation. You have, on written request, the right of access to personal data held about you. The company treats personal data collected during the recruitment process in accordance with our Data Protection Policy. |