**Bipolar Scotland Application Form**

**Please complete ALL sections**

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| **About You** | |
| **What role are you applying for?** |  |
| **Full Name** |  |
| **Address** |  |
| **Post Code** |  |
| **Home Phone Number** |  |
| **Mobile Phone Number** |  |
| **Email Address** |  |

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| **Disability Confident Employer Scheme**  *This question is asked to ensure that people with disabilities receive the opportunity of an interview if they meet the minimum criteria for the post applied for.* | | |
| **Do you consider yourself to have a disability?** | Yes ☐ | No ☐ |

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| **Eligibility to work in the UK** | | |
| **Do you have the legal right to work in the UK?** | Yes ☐ | No ☐ |

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| **Most Recent Employment**  *Tell us about your current role.* | | | |
| **Job Title** |  | | |
| **Organisation** |  | | |
| **Start Date** |  | **End Date** |  |
| **Notice Period** |  | | |
| **Reason for leaving?** |  | | |
| **Tell us about your key responsibilities and achievements** |  | | |

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| **Education History**  *Tell us about your education, starting with the most recent.* | | | |
| **Date** | **Course/Subject** | **Awarding Body/Place of Study** | **Award** |
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| **Relevant Training**  *Tell us about any training you have received that’s relevant to the role applied for.* | | |
| **Date** | **Name of Training** | **Award/Qualification** |
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| **Membership of Professional Bodies**  *Tell us about any professional bodies you are a member of.* | | |
| **Date** | **Name of Professional Body** | **Membership Status/Level** |
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| **Protection of Vulnerable Groups (Scotland) Act 2007** | | |
| **Are you a member of the PVG Scheme?** | Yes ☐ | No ☐ |
| Membership number: |  | |

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| **Employment History**  *Tell us about your previous employment. Please add additional rows if needed.* | | | | |
| **Date From** | **Date To** | **Organisation** | **Job title and brief description of key responsibilities and achievements** | **Reason for leaving** |
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| **Disciplinary Action** | | |
| **Have you ever been dismissed from a job or subject to disciplinary action?** | Yes ☐ | No ☐ |
| If you answered **yes**, please tell us when this was and what was the reason for the dismissal or disciplinary action. |  | |

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| **Personal Statement**  *Use this as an opportunity to tell us why you are the right candidate for the role.* |
| **Please tell us how you meet the requirements of the role description and person specification, including specific skills, experience and achievements.** |
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| **References** | | | | |
| Please provide details for two references. These should be your two most recent employers (including your current employer). Two satisfactory references will be requested for successful applicants. | | | | |
|  | **Referee 1** | | **Referee 2** | |
| Name |  | |  | |
| Job Title |  | |  | |
| Organisation |  | |  | |
| Address |  | |  | |
| Phone Number |  | |  | |
| Email Address |  | |  | |
| May we approach before interview? | Yes ☐ | No ☐ | Yes ☐ | No ☐ |

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| **The Adults with Incapacity (Scotland) Act 2000** | | | | |
| The Adults with Incapacity (Scotland) Act 2000 is a significant piece of legislation in the Protection of Vulnerable Adults (POVA). Bipolar Scotland is committed to ensuring the safety and protection of vulnerable adults by integrating strategies, policies and services relevant to prevention and protection from abuse within the Act. | | | | |
| **Have you ever been convicted of any form of abuse?** | | | Yes ☐ | No ☐ |
| **Have you ever been interviewed in connection with or been the subject of any investigation or enquiry into abuse or other inappropriate behaviour?** | | | Yes ☐ | No ☐ |
| If you have answered **yes** to either of the questions above, please provide the following details: | | | | |
| **Date** | **Court (if applicable)** | **Details of Offence/Enquiry** | | **Penalty Imposed and Outcome** |
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| **Rehabilitation of Offenders Act 1974** | | | | |
| Bipolar Scotland have a legal obligation to protect those who access our services and who come into contact with our staff and volunteers from harm. We are therefore committed to ensuring that our recruitment processes balance the need to address any potential risk without unfairly prejudicing anyone who would like to work with the organisation. Having a criminal record will not necessarily bar you from working with Bipolar Scotland, this will depend on the nature of the role applied for, together with the circumstances and background of any particular offence(s). We are committed to treating every application fairly and sensitively, and with respect for your confidentiality.  The role you are applying for is exempt from the relevant provisions of the Rehabilitation of Offenders Act 1974. This means that you are not entitled to withhold information about convictions which for other purpose are regarded as spent unless that conviction is protected. For more information regarding conviction disclosures, please refer to the Guidance provided on the Disclosure Scotland website.  You do not need to disclose any information about historic sexual offences between men as defined by Section 2 of the Historical Sexual Offences (Pardons and Disregards) (Scotland) Act 2018, whether you have applied for a pardon or disregard under the Act or not. Bipolar Scotland will ignore any information about relevant offences covered by the Act that may be disclosed within a PVG Scheme Record. | | | | |
| **Have you ever been convicted of any criminal offence(s)?** | | | Yes ☐ | No ☐ |
| **Do you have any criminal charges pending?** | | | Yes ☐ | No ☐ |
| If you have answered **yes** to either of the questions above, please provide the following details: | | | | |
| **Date** | **Name of Court** | **Please provide details of the nature of each conviction, charge or police enquiry, including driving offences** | | **Penalty Imposed and Outcome** |
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| **Equal Opportunities Monitoring** | |
| To complete our Diversity and Equality Monitoring Form, please follow this link: <https://forms.gle/PcZ7CKj6nHwm4TzA9> | |
| **How did you hear about this role?** |  |

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| **Data Protection** |
| Bipolar Scotland will process information (personal data and sensitive personal data) in line with current data protection legislation, for the purpose of processing your application and monitoring the recruitment and selection process. If your application is successful Bipolar Scotland will process your information for the purpose of facilitating your employment with us (for example, sharing information you provide with statutory bodies including Disclosure Scotland and the Department of Work and Pensions, as and when we may be required to do so by legislation). If your application is unsuccessful your application form and any associated information, will be held for a period of 12 months following the date of receipt. Thereafter it will be confidentially destroyed.  Information you provide to us, along with any information provided about you by others (such as referees) will be stored securely in both physical and electronic formats and will not be retained longer than necessary. Bipolar Scotland will only share your personal and or sensitive personal data with external bodies and organisations with your consent, or where there is a legal obligation for us to do so. Your information will not be shared with third parties for marketing purposes. You have a right to access the information that Bipolar Scotland holds about you at any time. If you would like to do this, please contact us at [info@bipolarscotland.org.uk](mailto:info@bipolarscotland.org.uk). |

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| **Declaration** | | | |
| *I confirm that the information I have provided in this application form and any attachments are true and correct. I have not withheld any information which may affect my application for volunteering.*  *I understand the data contained in this application, together with information supplied by referees and/or relevant third parties, (which may include sensitive personal data) will be used and processed for legitimate purposes connected with recruitment, selection and ongoing management of staff, and that the information may be verified by Bipolar Scotland, in accordance with Data Protection legislation.* | | | |
| **Signature** |  | **Date** |  |