



Please return completed application forms to:

FAO: The Board (Private and Confidential)
 Family Addiction Support Service (FASS)
 Argyll House
 209 Govan Road
 Glasgow
 G51 1HJ
 TEL: 0141 737 3699 or email mmacfarlane@fassglasgow.org

Position applied for	Office Assistant
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Application Form

Section One: Personal Details

Title:

Surname:	First Name(s):
Address:	
Postcode:	
National Insurance No:	
Tel No (Home):	Tel No (Mobile):
Email Address:	

How much notice, if applicable, are you required to give?	
Do you have a full current driving licence?	
Do you have the right to work in Scotland?	

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Section Two: Education & Training

Please list below any education and or training (including short courses) relevant to the post.

Date	Education/Course/Training	Qualification



Section Three: Work Experience

We want to know about your work experience, paid or unpaid. Please include current/previous employment and any voluntary work. **(Please start with the most recent first).**

Dates (From /To)	Name of Employer/Organisation	Job Title / Main Duties	Reason for Leaving

(Please continue on a separate sheet if required)



Section Four: Supporting Statement

The information you provide in this section will be used in assessing your application.

- After reading the person specification and job description please think carefully about your application and consider to what extent you have the skills and experience for the post.
- Your application needs to show the relevant skills and experience you have gained through paid or unpaid work.

Please use this space to state your reasons for applying for this post.

Should you need to add to this section, please ensure that any additional information does not cover more than two additional A4 Sheets.



Section Five: Criminal Recorded

FASS promotes equality of opportunity and welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes, only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act 1974. Having a conviction will not necessarily bar you from employment with the organisation. This will depend on the circumstances and background to your offence(s).

Any application invited to interview will be asked to disclose any unspent convictions and any offer of employment will be subject to a criminal records check.

Posts exempt from the Rehabilitation of Offenders Act 1974:

Certain posts within FASS are exempt from the Rehabilitation of Offenders Act 1974 due to the nature of the client group that we work with. Any applicants invited to interview for such posts will be asked to disclose all convictions, cautions, reprimands and final warnings, whether 'spent' or 'unspent'.

Any applicant offered a post that is exempt from the Rehabilitation of Offenders Act 1974 will be subject to a Scottish Criminal Records Office check at the appropriate level, before the appointment is confirmed.

All criminal records information is treated in the strictest confidence.



Section Six: Reference Information

Please give details below of 2 referees who are not family or friends who can comment on your suitability for the post. If you have been employed, one of your references **must** be your present or most recent employer. We will only contact reference(s) after an offer of employment has been accepted.

Reference 1

Name:		Position Held:	
Address:			
Tel No & email:			
Relationship:			

Reference 2

Name:		Position Held:	
Address:			
Tel No & email:			
Relationship:			



Section Seven: Statement of Declaration

I understand and agree to the following:

Should an offer of employment be made, I will be required to provide evidence of my eligibility to work in the United Kingdom, before my employment commences, in accordance with Section 8 of the Asylum and Immigration Act 1996.

My appointment will be subject to the verification of the information provided on this form. I declare that the information I have given on this form is correct to the best of my knowledge. I authorise investigation of all statements on this application. The employer may contact any education institution, reference or employer listed on this application, after acceptance of an offer of employment, to verify the information I have given.

I authorise FASS to obtain appropriate levels of criminal record checks during my employment and disclose the information obtained to relevant staff.

Signature:	
Date:	

Please note: If any particulars given by you in this application are found to be false or if you omit or suppress any material fact, you will be liable to dismissal if appointed.

Please return this form by email to: manager@fassglasgow.org

Or alternatively marked **Private & Confidential** to:

FASS Board
FASS
Argyll House, 209 Govan Road
Glasgow, G51 1HJ

Closing date for applications:	
Interviews will be held on:	TBC

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Equality and Diversity Monitoring

FASS is committed to equal opportunity and diversity and it is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair, transparent, promote equality of opportunity for all staff and do not have an adverse impact on any particular group.

We recognise that some people may regard some of this information as personal and we have, therefore, included an option in most questions for 'prefer not to say'.

All information FASS collects around equality and diversity will be treated confidentially in accordance with the Data Protection Act. **This form will be removed from your application and the information contained will not be available for short listing or interview purposes.**

Designation:	Ref No:
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Please tick (v) the most appropriate box.

1. Gender

Female Male Prefer not to say

2. Age

18-24 25-34 35-44 45-54
55-64 65+ Prefer not to say



3. Ethnicity

White

Scottish Irish Other British Gypsy/ Traveller
Polish other white ethnic group (please state).....

Mixed

White & Black African White & Black Caribbean White & Asian
Other Mixed ethnic group (please state).....

Asian, Asian Scottish, Asian British

Pakistani Indian Bangladeshi Chinese
Other Asian ethnic group (please state).....

African, Caribbean or Black

African Caribbean Black
Other Black ethnic group (please state).....

Other

Other (please state).....
Prefer not to say



4. Religion

None / Atheist	<input type="checkbox"/>	Christianity Church of Scotland	<input type="checkbox"/>	Christianity Roman Catholic	<input type="checkbox"/>
Other Christianity	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>
Sikh	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	Hindu	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>				

5. Disability

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment, which has a substantial and long term effect (i.e. has lasted or is expected to last at least 12 months) on the person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability according to the terms given in the DDA?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>
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If yes, please state the nature of your of disability and if you have any needs which require special provisions, please give details:.....
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Thank you for taking the time to complete this form. If you have any questions about this form, please contact us. We will be happy to answer your questions without asking your identity.