**APPLICATION FOR EMPLOYMENT AT ORKNEY BLIDE TRUST:**

**CONFIDENTIAL**

Application for the Post of: **Mental Health Support Worker – Orkney Money Matters Project**

Please complete this form in **BLACK INK** and return to: Clare Allison

 Service Director

 Orkney Blide Trust

 54 Victoria Street

 Kirkwall

 KW15 1DN

**Closing Date for this application:** 5pm Tuesday 31 January 2023

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Title:** |  |
| **Home Address:** |  |
| **Telephone (Day):** |  | **Telephone (Mobile):** |  |
| **Email address:** |  |
| **Do you hold a clean driving licence? (not a requirement of the post)** | **YES / NO** | **If NO, please give details** |  |

**Qualifications Relevant to the Post**

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| --- | --- | --- |
| **Name of Course/Subject** | **Qualification** | **Year** |
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| **PROFESSIONAL QUALIFICATIONS** |
| **Professional Body** | **Qualification** | **Year** |
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| **OTHER TRAINING** |
| **Course Title** | **Where Taken** | **Year** |
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**DETAILS OF PRESENT OR MOST RECENT EMPLOYMENT:**

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| **Name of Employer** |  |
| **Address of Employer** |  |
| **Post Held** |  |
| **Date of Appointment** |  |
| **What are the major duties of the post?** |  |
| **Describe your major achievements in the post?** |  |

**OTHER RELEVANT EXPERIENCE:**

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| --- | --- | --- |
| **Post Held** | **Organisation/Employer** | **DATES** |
| **From** | **To** |
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**ANY OTHER INFORMATION:** Please list any interests, hobbies, leisure pursuits etc.

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| **Interest/Hobby/****Leisure Pursuit etc** | **Any other Information** |
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**REFEREES:** Please supply details of **TWO** referees

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| **Referee 1** | **Name** |  |
| **Address** |  |
| **Designation** |  |
| **Telephone** |  |
| **Can this referee be approached before the interview?** | **YES / NO** |
| **Referee 2** | **Name** |  |
| **Address** |  |
| **Designation** |  |
| **Telephone** |  |
| **Can this referee be approached before the interview?** | **YES / NO** |

**CRIMINAL CONVICTIONS:**

Because of the nature of work for which you are applying, the post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exception) Order 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are spent under provisions of the Act. In the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential.

**DO YOU HAVE ANY CRIMINAL CONVICTIONS? YES / NO**

**IF YES, PLEASE OUTLINE THE NATURE OF THE CONVICTIONS:**

**ARE YOU CURRENTLY THE SUBJECT OF ANY CRIMINAL INVESTIGATION BY THE POLICE OR OTHER BODIES?**

 **YES / NO**

**IF YES, PLEASE GIVE DETAILS:**

**RIGHT TO WORK IN THE UNITED KINGDOM:**

**DO YOU HAVE THE RIGHT TO WORK IN THE UNITED KINGDOM YES / NO**

**If successful we will ask for proof of your right to work.**

**PVG MEMBERSHIP:**

**Are you an existing member of the Protecting Vulnerable Groups Scheme for working with adults?**

 **YES/NO\***

\*PVG Scheme membership is a requirement of this post. For the successful applicant this will be applied for and must be received before taking up the post.

**FOR DISABLED APPLICANTS ONLY:**

Please tell us what form your disablement takes:

Should you be invited for interview what arrangements might we need to make to allow you to participate?

**Please state from which source you become aware of this vacancy:**

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| **STATEMENT IN SUPPORT OF YOUR APPLICATION**: Please explain the reasons behind your interest in this post. Give details of any special skills, attributes or experience which you feel are relevant to your application. Please continue on a separate sheet if necessary. |
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**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**