**Application form**

ACFSOS is striving to be an equal opportunities employer. This form has been designed to seek only information which is essential and consistent with our recruitment and selection procedures.

**Please complete the form as fully as possible and return it to**

[**ann.mcqueen@jsca.co.uk**](mailto:ann.mcqueen@jsca.co.uk)

Post: **Manager, Colinton Cottage Homes**

### Permanent Part time (24 hours per week)

|  |  |
| --- | --- |
| **Surname and Title: (Mr, Mrs, Miss, Ms, Other)** | **First Names:** |
|  |  |
| **Address:** | **Telephone number:** |
|  | Day:  Evening: |
| **Email:** |
|  |

# Education Training and Development

Give detail of qualifications taken which you feel are relevant to this application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Qualification** | **Grade** | **Year** | **Qualification** | **Grade** |
|  |  |  |  |  |  |
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**Membership of Professional Bodies and/or Registration with Scottish Social Services Council (SSSC) including registration number:**

|  |  |  |  |
| --- | --- | --- | --- |
| **From: Month/Year** | **To: Month/Year** | **Description** | **Membership Number** |
|  |  |  |  |
|  |  |  |  |

# Other relevant training and development

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Description** | **Course Provider** | **Qualification** | **Date completed** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Do you have a current driving licence?  **Yes  No**

Do you have a car for use at work? **Yes  No**

# Current / Most Recent Employment

|  |  |
| --- | --- |
| **Employer** | **Position Held:** |
|  |  |
| **Brief description of main duties and responsibilities:** | |
| **Basic Salary:** | **Date you started this job:** |
| Additional Payments: | From: To: |
| **Reason for leaving:** | **Notice Required:** |
|  |  |

# Previous Experience

It is important that we know all your employment history. Please start with most recent position and include any periods of voluntary work, unemployment and account for any gaps in education and employment from when you left school.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Position Held** | **Reasons for leaving** |
|  |  |  |  |  |
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# Statement in Support of application

Please use this page to outline your experience, skills and knowledge relevant to the person specification for the post. You will need to demonstrate how you meet the person specifications.

This information gives us the basis for shortlisting.

|  |
| --- |
|  |

# Eligibility to Work in the UK

The law on preventing illegal working in the United Kingdom is set out in the Immigration, Asylum and Nationality Act 2006. This means that ACFSOS needs to make basic employment checks on every employee by producing documentation to prove your identity in conjunction with the Disclosure Scotland Check. You need to confirm on this application that you have the right to work in the United Kingdom.

I confirm that I have the necessary documentation to legally work in the United Kingdom.

**Yes  No**

Checks through Disclosure Scotland will only be instigated by ACFSOS if you are offered a position and before the appointment is confirmed. ACFSOS follow Disclosure Scotland’s Code of Practice; this can be found on the Disclosure Scotland website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk). On checking criminal records if the above information is found to be false or information is deliberately omitted this may result in the withdrawal of the offer, dismissal or disciplinary action by ACFSOS.

# References

We will require to obtain two references in support of your application, if you are successful in being offered the post. Each reference should confirm the dates of your employment and the role (or roles) undertaken and may be asked to provide details of any disciplinary or performance issues during your employment.

**Both references cannot be from the same employer**

* Reference 1 – must be from your present or most recent employer.
* Reference 2 – must be a manager or supervisor who knows you in a paid/unpaid work capacity.

**Reference 1**

|  |  |
| --- | --- |
| **Employers Name, Business Name and Business Address:** |  |
| **Telephone Number:**  **E-mail:** |  |

**Reference 2**

|  |  |
| --- | --- |
| **Name / Employers Name Business Name and Business Address:** |  |
| **Telephone Number:**  **E-mail:**  **How Known** |  |

# DECLARATION

To enable your application to be considered, personal data provided on your application will be entered onto ACFSOS computer records. At all times use of this data will be strictly in accordance with the principles laid down by the Data Protection Act 2018.

To the best of my knowledge, the information contained in this application is correct.

**Signature Date**

Please state from which source you first became aware of this vacancy: