

## APPLICATION FOR EMPLOYMENT

Please read the Job Description and Person Specification before completing this form.  
We can only determine your suitability for the position from the information you provide in this application which meets the Person Specification.

POST APPLIED FOR:	<b><u>FOR OFFICE USE:</u></b>
<b>Assistant Manager</b>	APPLICATION REFERENCE:
Please return completed forms to	CLOSING DATE:
Email: <a href="mailto:admin@oxgangscare.org">admin@oxgangscare.org</a>	DATE OF RECEIPT:
Or return to Jean Begg Oxgangs Care Services, 12 Firrhill Neuk, Edinburgh EH13 9FF	

## SECTION A - PERSONAL DETAILS

INITIALS:	ADDRESS:
SURNAME:	
HOME TEL:	
WORK TEL:	
MOBILE:	POST CODE:
EMAIL:	

## SECTION B - EMPLOYMENT RECORD

<b>B1 - Present or Most Recent Employment</b>				
Employer/Organisation:			Post:	
			Date from:	
			Leaving date:	
<b>B2 - Summary of your Duties and Responsibilities for above Post.</b>				
<b>B3 - Previous Employment in chronological order including any part time work and voluntary employment. Any gaps in employment must be accounted for.</b>				
Employer/Organisation	Date from:	Date to:	Position and Main Responsibilities:	Reason for Leaving.

**Please use continuation sheet if using a hard copy application.**

## SECTION C - EDUCATION AND TRAINING

<b>C1 - Secondary Education - section not relevant to Manager or Depute manager post</b>		
Certificates Gained	Subjects/Modules	Grades/Bands
<b>C2 - Further and Higher Education – section relevant to all posts</b>		
Where attended	Course (full- or part-time)	Qualifications Gained
<b>C3 - Professional Qualification(s)/vocational qualifications – section relevant to all posts</b>		
		Class of Membership
<b>C4 - Other Training Relevant to this Application – section relevant to all posts</b>		

**Personal statement:**

**Please use this section to tell us why you applied for this post and why feel you are suitable for this post. Please provide information regarding any skills, experience and personal qualities you have and how you meet the person specification.**

**For hard copy applications please use separate continuation sheet if required.**

## SECTION D - ADDITIONAL INFORMATION

**D1 - Are you currently registered with the SSSC or any other regulatory body? If so, please provide registration details including any finding by the regulatory body and conditions that apply to that registration. If not currently registered, please provide similar details of any previous registration.**

**D2 - Are you currently a member of the PVG scheme? If so, please provide details e.g. list for children or adults. In addition to the information provided by you we will be undertaking a PVG check for the purposes of this post.**

Yes

No

**D3 – Have you had any involvement in disciplinary or grievance procedures and do you have any ‘live’ formal warnings? If so, please provide details.**

**D4 – Do you have any family members or people you have close relationships with working at Oxfams Care or are using the services of Oxfams Care? Please provide details.**

**D5 – Do you consider yourself to have a disability? If so, please tell us if there any ‘reasonable adjustments’ we can make to assist you to in your application or with our recruitment process.**

**D6 - Please provide details of two referees, one of whom must be your present, or most recent, employer. If you need to supply details of a character referee you must state their relationship to you.**

**Applicants should be aware that as a prospective employer we may contact any former employer in addition to the referees nominated.**

Name	1
Position Held	
Tel. No.	
Address	
Post Code	
Email	

Name	2	
Position Held		
Tel. No.		
Address		
Postcode		
Email		
<b>DECLARATION</b>		
<p>I declare that the information given on this form (and any additional sheets used) is true and correct.</p> <p>Applicants should be aware that if employed, failure to disclose important information may lead to dismissal if discovered at a later date.</p> <p>NB: Please only sign with initials and surname.</p>		
Signature:		Date:

## DECLARATION FORM

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986.

You must therefore disclose all previous convictions whether they are “spent” or not under the terms of the Rehabilitation of Offenders Act 1974.

You must also list any criminal proceedings still pending. Any convictions or criminal proceedings pending may be taken into account in assessing a candidate’s suitability for the post.

Please list any information below. If none, please state this.

<b>I hereby agree to a check being carried out against police records which will provide information on previous convictions and pending criminal proceedings.</b>	
SURNAME:	INITIALS:
SIGNATURE:	DATE:



# CONTINUATION SHEET

SURNAME:	INITIALS: