

Identification number (official use only)

Please return completed application forms to:



Rowan Alba LTD  
1 Lochrin Square  
92-98 Fountainbridge  
Edinburgh  
EH3 9QA

Email:  
[Hradmin@rowanalba.org](mailto:Hradmin@rowanalba.org)

Telephone:

0131 229 7554

*A Company Limited by Guarantee 289744, with Charitable Status (Charity No. SC036775)*

**PLEASE NOTE:** CV's will **NOT** be accepted and if you are or have been a board member in the last 12 months your application cannot be considered.

## APPLICATION FORM

Please complete in black ink or typeset and sections 1-3 in block capitals

Post Title:	Closing Date:
Location:	Post Ref No:
Where did you see the post advertised?	

## Section 1: Personal Details

**Please mark with a “X”**

Title:	Miss	Ms		Other: Please state:
	Mrs	Mr		

Surname:	First Name:
Address:	
Postcode:	
National Insurance No:	
Tel No (Home):	Tel No (Work):
Mobile:	E-mail address:

Please state if you are related to a current or former Board Member(s) or employee(s) of Rowan Alba Limited.

Name of person(s)	
Relationship(s)	

**Please mark with a “X”**

(b)	Do you require a work permit?	Yes		No	
(c)	Do you have a full current driving licence?	Yes		No	

## Section 2: Education/Training

Please list all qualifications and/or training. You must be able to produce evidence of all qualifications declared below and copies of certificates will need to be produced at the interview stage.

Date		Establishment(s): University/College etc	Qualification(s)	Relevant Training
From	To			

## Section 3: Details of Paid Employment and/or Unpaid Voluntary Work

Please give details of your previous employment for up to 10 years. Please list this in chronological order, commencing with the most recent, and explaining any gaps.

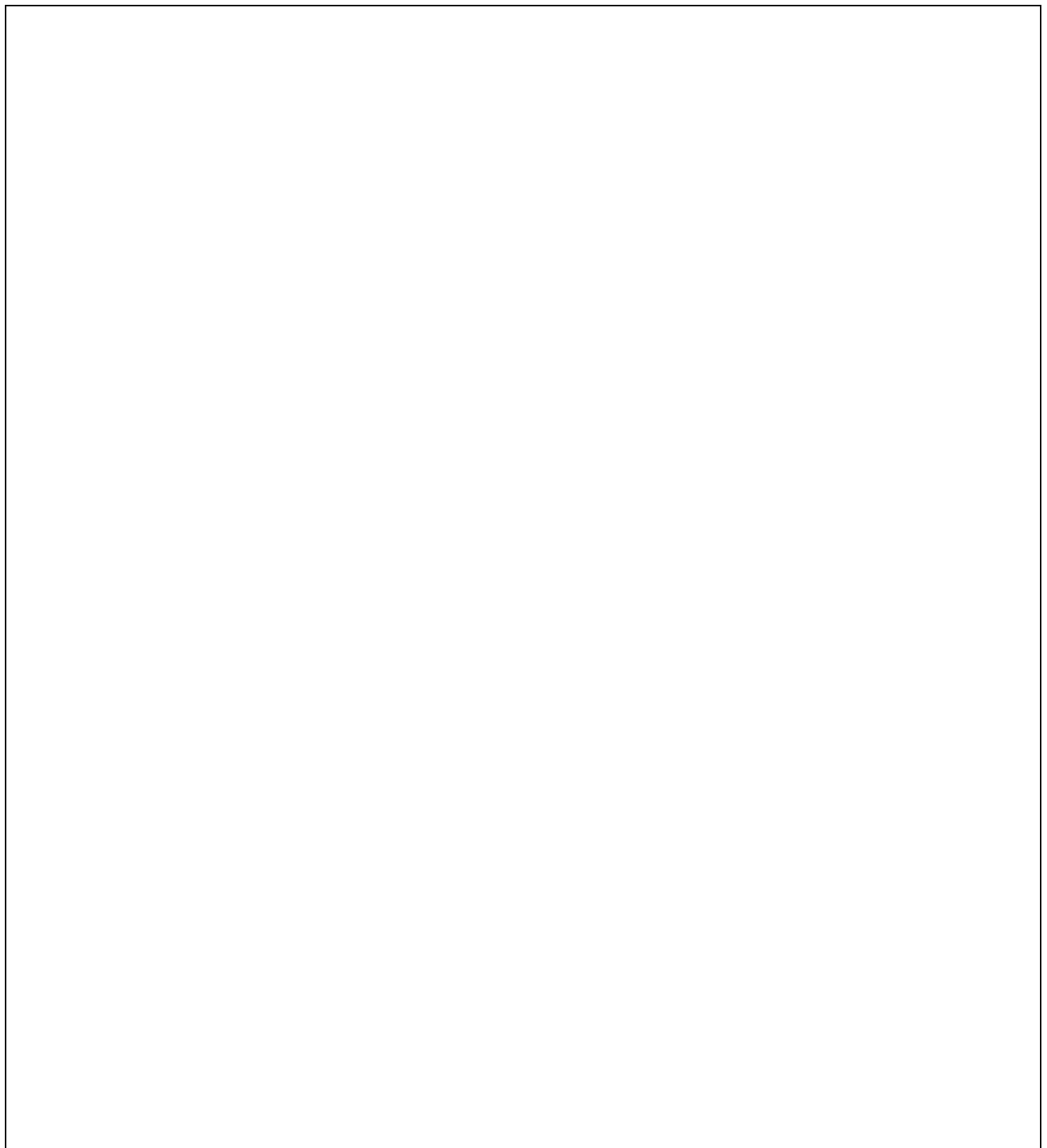
Dates of Employment (month/year)	Employer's name and address	Job Title (please also state if full-time/part-time/voluntary work)	Main Duties	Reason for leaving


**Current / Most recent salary:**

Basic Salary:
Notice period required:

**Section 4: Personal Statement and Skills Summary**

Please use this section to state your reasons for applying for the post and to what extent you have the skills and experience required, with reference to person specification and job description.



**NB: Should you need to add to this section, please ensure that any additional information does not cover more than one page.**

## Section 5: Criminal Record

Rowan Alba promotes equality of opportunity and welcomes applications from diverse candidates.

Please note that, by law, many of our jobs will require criminal conviction checks through Disclosure Scotland. Having a criminal conviction will not necessarily prevent you from working or volunteering for the organisation, it will depend on the nature of the position you are applying for and the circumstances and background of the offence(s). Only relevant convictions will be taken into account.

Please refer to Disclosure Scotland's website for guidance on determining which offences, if any, you should declare. Please note: you do not need to declare any spent conviction information. Please declare below:

- ☐ I have no unspent conviction information I need to declare
- ☐ I have unspent conviction information I need to declare; these are detailed below:

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Criminal records will be considered for recruitment purposes, only when the conviction is relevant. **All criminal records information is treated in the strictest confidence.**

## Section 6: Reference Information

You must give details of at least two referees, who are **not** friends or family. One of the referees **must** be your current/last employer. We require your last **three** years to be covered by references.

PLEASE COMPLETE ALL POSSIBLE DETAILS. FAILURE TO DO SO MAY RESULT IN DELAYS TO YOUR APPLICATION.

<p>1. Name: Address:</p> <p>Telephone: Email:</p> <p>Occupational Relationship:</p> <p>Employment Dates:</p>	<p>2. Name: Address:</p> <p>Telephone: Email:</p> <p>Occupational Relationship:</p> <p>Employment Dates:</p>
<p>3. Name: Address:</p> <p>Telephone: Email:</p> <p>Occupational Relationship:</p> <p>Employment Dates:</p>	<p>4. Name: Address:</p> <p>Telephone: Email:</p> <p>Occupational Relationship:</p> <p>Employment Dates:</p>

## **APPLICANT STATEMENT**

### **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 to the best of my knowledge and belief the information supplied on this form is accurate, complete and true. Should the employer hire me and should any of the information I have given in this application be false, misleading or incomplete, it may lead to my employment being terminated.

I authorise investigation of all statements on this application. The employer may contact any educational institution, reference or employer listed on this application, to verify the information I have given. I hereby release all involved parties from any liability arising from such investigation.

I authorise Rowan Alba to obtain appropriate levels of criminal records checks during my employment and disclose the information obtained to appropriate staff.

**Signature of Applicant:**.....

**Date:**.....

### **Important Information about Recruitment Data protection and Records Retention**

*Rowan Alba will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process. If your application is successful Rowan Alba will process your information for the purpose of facilitating your employment with us (for example, sharing information you provide with statutory bodies as required by legislation. In addition, we will share information with external partners for the purposes of processing Company benefits (including pensions and insurance).*

*The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than a year. You have a right to access the information that Rowan Alba holds on you. If you would like to do this, please contact [info@rowanalba.org](mailto:info@rowanalba.org).*



## **EQUALITY AND DIVERSITY STATEMENT**

Rowan Alba aims to develop innovative projects and initiatives to tackle the structural factors that underlie homelessness, disadvantage and exclusion.

We recognise that we live in a society whose structures and practises generate inequalities. We regard an equality and diversity policy as a matter of justice, and a means of ensuring the provision of good quality services.

We are committed to promoting equality and diversity in all its activities including its services, recruitment, employment and training, its Management Board, work with consultants, contractors and agents, and approaches to development and monitoring.

The organisation will ensure that no person shall be treated less favourably because of homelessness, poverty or as a user of services, or because of race, colour, ethnic or national origin, culture, appearance, gender, sexuality, marital status, disability, age, religious, spiritual or political beliefs or offending history.

Specific justifiable exclusion criteria may apply to certain employment and service areas. These will be legal, open and service-related.

Rowan Alba will take positive action to enable and encourage service users and members of other groups who may experience disadvantage to participate fully in its activities.

Rowan Alba's Board regularly review the effectiveness of the policies, procedures and performance in equality and diversity. Appropriate action plans will be developed and implemented to ensure, continuous improvement in delivering equality and diversity.

## **EQUALITY AND DIVERSITY MONITORING FORM**

**This form is used for monitoring Equality issues within Rowan Alba. Please take the time to complete this form. All returned and completed forms help us to evaluate whether or not employment is fair and open to all parts of our communities.**

**We guarantee that this form is separated from the rest of the application when we receive it; this information will be held in confidence and will not be used in any part of the selection process.**

**IF YOU PREFER NOT TO COMPLETE THIS FORM, PLEASE MARK HERE**

☐

Position Applied For:
Where did you see the post advertised?

### **AGE**

Date of Birth \_\_\_\_\_

Rather not say ☐

### **ETHNICITY**

**Please mark with a "X"**

01	White British		02	White Irish (Living in Ireland/NI)	
03	White Irish (White Irish in Mainland UK)		04	Other White	
05	Mixed White and Black Caribbean		06	Mixed White & Black African	
07	Other Mixed		08	Mixed White & Asian	
09	Asian/Asian British: Indian		10	Asian/Asian British: Pakistani	
11	Asian/Asian British: Bangladeshi		12	Other Asian/Asian British	
13	Black/Black British: Caribbean		14	Black/Black British African	
15	Other Black/Black British		16	Black Irish	
17	Chinese		18	Traveller	

