

## Scottish Independent Advocacy Alliance - Application Form

Please note the following information when completing your application:

- Do not enclose a CV as the information contained in it will not be considered.
- Please read the application form carefully before completing it.
- Please read the job description and person specification and only return the application form if you fulfil the criteria as set out in those documents.
- This application form has been designed to ensure our short-listing panel only receive information relevant to the job that is being applied for. Section A will be removed prior to the short-listing process.
- The information provided on this application will remain private and confidential and will only be used for the purpose of selection/recruitment or for subsequent employment administration if the application is successful.
- Please return your completed application before 9am on the closing date. Late applications will not be accepted. All applications must be made using the SIAA application form. We recommend that you keep a copy of your application.
- SIAA will contact you if you have been shortlisted for an interview. We will endeavour to contact unsuccessful applicants, however sometimes this is not possible. If you do not hear from us within a few weeks of the closing date, please assume that you have not been shortlisted.



Scottish  
**Independent  
Advocacy**  
Alliance

Return your form to:  
[enquiry@siaa.org.uk](mailto:enquiry@siaa.org.uk)

<i>For internal use only</i>	Candidate Ref No.
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**Section A: SIAA Application Form – Vacancy Details**

<b>Post Applied for</b>	Engagement Officer
<b>Where did you hear about the vacancy?</b>	

<b>Full Name</b>	
<b>Address</b>	
<b>Contact Tel No.</b>	
<b>E-mail address</b>	
<b>Date of Birth</b>	
<b>Current Drivers Licence?</b>	

<b>Work Permits</b>	
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? <b>Yes</b> <input type="checkbox"/> <b>Details</b>	
<b>No</b> <input type="checkbox"/>	

<b>Rehabilitation of Offenders Act</b>	
Do you have any unspent criminal convictions? (declaration subject to the Rehabilitation of Offenders Act 1974) <b>Yes</b> <input type="checkbox"/> <b>Details</b>	
<b>No</b> <input type="checkbox"/>	

Please let us know if you require any reasonable adjustments, due to a disability or health condition, to enable you to attend an interview, or which you wish us to take into account when considering your application.

Are there any dates which would not be suitable for you to attend interview?

Are you able to attend an interview at our Edinburgh office or would you prefer to attend remotely?

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**Declaration**

I declare that to the best of my knowledge and belief all information I have given in the pages of this application form are complete and true. I understand that any false or misleading statement or any significant omission could result in termination of employment if I am employed as a result of submitting this application. I understand that any offer of employment will be subject to receipt of satisfactory references.

**Signature** .....

**Date** .....

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK – PLEASE INCLUDE THIS PAGE IN YOUR COMPLETED APPLICATION – THIS IS TO ALLOW US TO SEPARATE THE PERSONAL INFORMATION IN SECTION ONE FROM THE MAIN PART OF THE APPLICATION

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**Section B: Employment History**

<b>Current or most recent employment</b>	
<b>Name of Employer</b>	
<b>Address of Employer</b>	
<b>Nature of Organisation</b>	
<b>Position Held</b>	
<b>Dates of employment</b>	
<b>Salary</b>	
<b>Notice Period</b>	
<b>Reason for leaving</b>	

<b>Please give a brief outline of your duties and responsibilities</b>

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**Employment History (continued)**  
Please list your employment history starting with the most recent. Describe briefly your responsibilities and achievements in each post. Please use a continuation page if required.

Employer Name and Address and nature of organisation	Position	Dates of Employment	Responsibilities/Achievements & Reason for leaving

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**Personal Statement**

Please indicate why you have applied for this post, making particular reference to the job description and person specification, supply any other details relevant to your application and describe the contribution you would make to the Scottish Independent Advocacy Alliance. (Please continue on a separate sheet if necessary).

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**Education & details of your referees (work and academic)**

<b>Education</b> Please list all your relevant education, training and qualifications starting with the most recent first.		
<b>Institution or Body awarding qualifications</b>	<b>Qualification obtained</b>	<b>Dates</b>

<b>Referees</b> Please provide the contact details of 2 referees. Referee 1 should be your line manager from your most recent employment. Referees will only be contacted on offer of employment.		
	<b>Referee 1</b>	<b>Referee 2</b>
<b>Name</b>		
<b>Position</b>		
<b>Organisation</b>		
<b>Address</b>		
<b>Telephone No.</b>		
<b>E-mail address</b>		