



APPLICATION FOR EMPLOYMENT

Please complete this application form in black ink or type. All information will be treated in the **strictest confidence**.

Please return form to:

Application No:
(Official Use)

CEMVO Scotland
Lancefield House, 1st Floor
95-107 Lancefield Street, Glasgow, G3 8HZ
Tel: **0141 248 4830**

Email: info@cemvoscotland.org.uk

1. General Information

Position Applied For

Where vacancy seen:

Are you seeking full or part-time?

If part-time, please state how many hours:

2. Personal Details

Forenames

Surname

Home Tel.

Work Tel No.

Mobile:

Address:

Email:

Post Code:

3. Present or most recent employer

Employer's Name and Address

3.1 - Current Employers

Employer's Name and Address

Position Held:

Date Commenced:

Duties

Reason for Leaving

Current or Most Recent Salary

Period of Notice Required

3.1 - Previous Employment - State most recent employment first

Employer's Name and Address

Dates

Position

Duties

5. Education (Secondary & College)

School/College	Subject	Date	Grade	Qualification
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6. Professional & Higher Education

College /University	Grade	Date	Subject/Qualification
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7. Membership of Professional Body

8. Other Training or Short Courses

9. Experience

Please provide a supporting statement highlighting your skills and experience relevant to the post that you are applying for.

You should specifically relate your skills and experience to the essential and desirable criteria's on the person specification for this post.

Experience (Continued)

10. Interview Arrangements and Availability

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you in your application or with our recruitment process.

Are there any dates when you will not be available for interview?

When can you start working for us? (Notice period)

Right to work in the UK	Yes
Yes / No	
Do you need a work permit to work in the UK?	No

11. References

Please give names and addresses of two referees from whom we might obtain an employment reference. One should be your most recent employer (school or college if you are a student). Referees will only be contacted after an offer has been made.

Referee #1	Referee #2
Name:	Name:
Position:	Position:
Address:	Address:
Telephone Number:	Telephone Number:
Relationship to you:	Relationship to you:

Declaration

I confirm that to the best of my knowledge the information I have provided on this application form is correct and I accept that providing deliberately false information could result in my dismissal.

Name:

Signature:

Date:

APPLICATION FOR EMPLOYMENT

CEMVO Scotland's Equalities Policy includes ensuring that we attract a wide pool of applicants from all protected characteristics which will ensure a diverse make up of our staff. We also want to ensure that our recruitment and selection processes are fair and non-discriminatory. To help us monitor the effectiveness of this policy we would be grateful for your help in completing the questionnaire below. Please be assured that completed questionnaires will be detached from your application form and will play no part in the selection process.

Application No: (Official Use)

Position Applied for:

Gender

Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership?

Yes No Prefer not to say

Age

16-24 25-29 35-39 40-44 45-49

50-54 55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box below.

White

English Welsh Scottish Northern Irish Irish British

Gypsy or Irish Traveller Prefer not to say Any other white background:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Prefer not to say Any other mixed background:

South & Far Eastern Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say
Any other Asian background:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say
Any other Black/African/Caribbean background:

Other Ethnic group:

Arab Prefer not to say
Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

No Prefer not to say

*What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write in here:*

Yes

The information in this form is for monitoring purposes only. If you are the successful candidate and believe you need a 'reasonable adjustment' then we can discuss this on your appointment.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual Prefer not to say
Other

What is your religion or belief?

Buddhist Christian Hindu Jewish Muslim
Sikh No religion or belief Prefer not to say
Other

What is your current working pattern?

Full-time
Part-time
Prefer not to say

What is your flexible working arrangement?

None Flexitime Staggered hours Term-time hours Annualised hours
Job-share Flexibile shifts Compressed hours Homeworking
Prefer not to say Other

Do you have any caring responsibilities? If yes, please tick all that apply.

None
Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over)
Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say

THANK YOU FOR YOUR HELP!

- The CEMVO Scotland Team