|  |  |
| --- | --- |
| Position applied for | Family Liaison Officer |
| Location | South Lanarkshire |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | | | | | | | | | | | | | | |
| Surname |  | | | | | | | | | Forename(s) | |  | | | | | | | | |
| Gender | Male | |  | | Female | | |  | | NI Number | |  | | | | | | | | |
| Nationality |  | | | | | | | | | Former/Dual Nationality | | | | |  | | | | | |
| Address |  | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | Postcode | |  | | | | |
| Home Tel. |  | | | | | | | | | Mobile Tel. | |  | | | | | | | | |
| Email |  | | | | | | | | | | | | | | | | | | | |
| Full Driving Licence | | Yes | |  | | No |  | | Licence Points | | 0 | | Own Transport | | | | Yes |  | No |  |

|  |
| --- |
| How did you first hear about My Support Day? |
|  |
| How did you first become aware of this vacancy? |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have an illness or condition that is considered a disability by the Equality Act?\* | | | | |
| Yes |  | No |  |
| \*The Act defines a disability as “a physical or mental impairment which has a substantial and long-term effect on the ability to carry out day-to-day activities”. | | | | |
| Please describe what, if any, assistance you would require in performing this post or in attending an interview: | | | | |
|  | | | | |

**The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended, applies to all posts unless otherwise stated. You are required to complete the Criminal Record Declaration Form below. A Disclosure Scotland Check will be undertaken for the successful candidate (s).**

Do you have any criminal convictions? You are not entitled to withhold details of any convictions which may otherwise be regarded as spent. YES / **NO** (Continue of separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Details of conviction | Court | Penalty |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Employment History** |
| Please provide details of employment history including all job roles, periods of unemployment or other activities undertaken in the last three years. List most recent first. Use additional sheets if necessary. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you required to give notice for any current employment? | | | | | |
| Yes |  | No |  | Notice Period/Availability |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Company name |  | Position held |  |
| Date from (MM/YY) |  | Date to (MM/YY) |  |
| Responsible to |  | Reason for leaving |  |
| Salary |  | | |
| Main duties and achievements in the role: |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name |  | Position held |  |
| Date From (MM/YY) |  | Date To (MM/YY) |  |
| Responsible To |  | Reason for leaving |  |
| Salary |  | | |
| Main duties and achievements in the role: |  | | |

*Offers of employment will be conditional on satisfactory references being obtained, one of which must include the most recent employer*

|  |  |  |
| --- | --- | --- |
| Qualifications | | |
| Please list below all qualifications that you feel are appropriate to the position for which you are applying. If listing A levels and GCSE results or equivalent, please detail the number of results achieved at grades A-C only. If you are detailing a degree qualification please include the name of the university, course and the class achieved. | | |
| **Date** | Qualification | Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Training | | | |
| Please list any courses attended or undertaken which are relevant to the job role. | | | |
| **Year** | Training Body | Course Title | Length |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| ***The following section contains a number of questions which should be answered in a manner that provides evidence of relevant experience and skills that you possess.*** |

|  |
| --- |
| 1. *Please describe your previous experience in Family Liaison or similar skills that can be transferrable to this post.* |
|  |

|  |
| --- |
| 1. *Please use this space to comment on how your education, training and previous experience make you suitable for this post as outlined on the job description.* |
|  |

|  |
| --- |
| 1. Tell us about a time when you had to use coping strategies to remain compassionate when dealing with a high-pressure situation regarding a client, patient or customer |
|  |

|  |
| --- |
| 1. Can you describe a time in your job when you accommodated a customer, patient or client even though it was more work for you or went against your instincts? |
|  |

|  |
| --- |
| 1. Tell us about a time when a miscommunication resulted in a setback. What did you do? What did you learn from the situation? |
|  |

|  |
| --- |
| 1. Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g., voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post. Please continue on a separate sheet if necessary |
|  |

|  |
| --- |
| ***The next section requires two references to be provided, one of which must be your latest or last employer. Please ensure you sign and date this section of the application before returning it to :***  ***Electronic submission (preferred) to admin@mysupportday.co.uk***  ***Or***  ***Hand written copy to:***  ***My Support Day***  ***Unit 4***  ***Hamilton Accies Business Centre,***  ***Hamilton.***  ***ML3 0FT*** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| References | | | | | |
| Please provide details below of referees that cover a three-year period, which must include your **latest employer**. | | | | | |
| **Referee One** | | | | | |
| Company (if applicable) |  | | | | |
| Name |  | | | | |
| Address |  | | | | |
| Contact number |  | | | | |
| Email Address |  | | | | |
| Relationship to you | Mentor | Date from |  | Date to |  |
| **Referee Two** | | | | | |
| Company (if applicable) |  | | | | |
| Name |  | | | | |
| Address |  | | | | |
| Contact number |  | | | | |
| Email Address |  | | | | |
| Relationship to you |  | Date from |  | Date to |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration – Please read carefully and sign and date.** | | | |
| I confirm the information provided in this application form is true and correct to the best of my knowledge and belief and can be verified by references from previous employers and/or professional bodies specified, whom I give permission to My Support Day to approach and whose validity will be checked beforehand. Pursuant to the Rehabilitation of Offenders Act, I declare that I have no unspent convictions and there are no prosecutions pending at this time.  I undertake to notify HR of any material changes in the information I have provided, including any future prosecution or criminal convictions that occur whilst my details are held by My Support Day. In line with the vetting standards to which My Support Day strictly adheres to as part of its contractual compliance obligations, I agree to a Disclosure and/or security check should My Support Day make me an offer of employment as determined by the job role. I will also provide suitable identification to support my eligibility to work in the UK and understand that failure to provide this on a confirmed start date will prevent me from working until such identification has been supplied.  Furthermore, I will provide all information and qualification certifications as requested by HR within a timely manner, in order to enable the Company to verify my eligibility to work on contracts awarded to My Support Day. I understand that any offer of employment is conditional upon My Support Day’s receipt of satisfactory references, criminal record verification, security check, original qualification certification, identification and/or any other information as requested on behalf of My Support Day. I am aware that non-provision of such requested documentation or personal misrepresentation or falsification of records may disqualify me from working on My Support Day contracts and may ultimately result in the termination of my employment. | | | |
| Print Name |  | Signature |  |
| Date |  |