

Elpis Application Form

Please complete this form in black ink or by typing in the WHITE fields and return to
The Elpis Trust, 23 Mayfield Street, Glasgow, G20 9RQ or
email to info@elpiscentre.org.uk

Position(s) applied for

If applying for more than one post, please indicate order of preference

Job Title	Applying for (Yes/No)	1 st , 2 nd Choice

Surname		First Name(s)	
Address		Date of Birth	
		NI Number	
		Home Telephone	
		Mobile Telephone	
		Business Telephone	
Postcode		May we telephone you at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email		Do you hold a valid UK driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Education & Training

SECONDARY EDUCATION

Year	Level & Subject	Grade

Year	Level & Subject	Grade

UNIVERSITY / COLLEGE (please include current studies)

From	To	Institution Attended	Degree(s), Diploma(s) obtained	Date Awarded

ANY OTHER RELEVANT QUALIFICATIONS AND MEMBERSHIP OF PROFESSIONAL BODIES

Qualification & Subject	Place Attended	Date Awarded
Please name professional bodies you hold a current membership for (such as SSSC, NMC etc)	Registration No	

DETAILS OF ANY RELEVANT TRAINING

Course Title	Date Attended

Employment Information

ENTITLEMENT TO WORK IN THE UNITED KINGDOM

If your application is successful, you will be required to provide evidence of your entitlement to work in the UK. Are you entitled to work in the UK?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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PRESENT / MOST RECENT EMPLOYMENT

Name and address		Other benefits	
Telephone		Date of appointment	
Position held		Notice required or date employment ended	
Position responsible to		Reason for leaving	
Present / Final Salary			
Brief description of duties			

PREVIOUS EMPLOYMENT

(Begin with most recent and include periods of unemployment. Please continue on an extra sheet if necessary.)

From (MMYY)	To (MMYY)	Employer	Position Held	Final Salary	Reason for Leaving

Relevant Experience / Skills and Reasons for Applying for Post

(Experience gained in paid and / or voluntary capacities is applicable to this section. Please give details.)

Hobbies and Interests

Referees

Elpis requires 2 written employers' references, where appropriate, prior to making an appointment. One must be from your present or most recent employer. Internal applicants should indicate their line manager as a referee and someone outwith Elpis who can comment on your work in a professional capacity. Please inform your referees that we may be approaching them.

	Current / Most recent employer	Previous employer	Other
Name			
Job Title			
Employer this relates to			
Work address (inc postcode)			
Head office address if different from above (inc postcode)			
Telephone			
Fax			
Email			
We may on occasion wish to take up additional references. Please indicate if you are happy for us to do so.			<input type="checkbox"/> Yes <input type="checkbox"/> No
Unless stated here, it will be assumed that referees may be approached now.			

Disclosure of Criminal Convictions

Due to the nature of the position for which you are applying, you are **not** entitled to withhold information about convictions, which for other purposes, are regarded as "spent". This is because this post is exempted from the relevant provisions of the Rehabilitation of Offenders Act 1974.

For certain posts, you will require to be a member of the Protecting Vulnerable Groups Scheme and Elpis will seek detailed disclosure information for successful applicants before any offer of employment can be confirmed. This disclosure will contain specifics of convictions and related matters. For certain other posts, standard disclosure information may be obtained.

Please answer the following questions:

Are you a member of the Protecting Vulnerable Groups Scheme for regulated work?	
<input type="checkbox"/> Yes, my Scheme Membership Number is _____ and is in relation to regulated work with: Children <input type="checkbox"/> Protected adults <input type="checkbox"/> both Children and Protected Adults <input type="checkbox"/>	
<input type="checkbox"/> No, I am not a Scheme Member	
Have you ever been charged with or convicted of a criminal offence? (include driving offences)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any police enquiries been undertaken following allegations made against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please now complete the separate sheet headed "Disclosure Information" and return it with this form. If you have answered YES to either or both of the above questions, please give details of all convictions, charges and/or police enquiries.

Declaration

Read carefully and sign the declaration below. If you are returning this form by email we will ask you to do this at a later time. Before signing, you should have read the job description(s) and fully completed: Pages 1-4 of the Employment Application Form; the Capability Declaration form; and the Disclosure Information form.

I confirm that the information I have given in the application is, to the best of my knowledge, complete and accurate and that false information, omissions or misleading statements may lead to any offer of employment being withdrawn or dismissal without notice.

I understand that disclosure information may be sought in the event of a successful application.

I understand and agree that data contained in this application, together with the information supplied by referees and/or relevant third parties, will be used and processed for recruitment purposes and that, if I become an employee, it will be used for employment purposes.

Signature:

Date:

Capability Declaration

ALL APPLICANTS: Please read the information below and complete the questionnaire and declaration. Information entered on this form will NOT be used for the purposes of short listing for interview.

Personal Information

First name(s)

Surname

Medical References

It is the policy of Elpis to take up medical references or to obtain a pre-employment occupational health assessment prior to confirming the offer of a position, in certain circumstances. These circumstances include occasions where there is some concern over the candidate's ability to carry out the duties of the post.

Medical Reports Act 1988

Under the Medical Reports Act 1988 you have the following rights:

- The right to withhold consent to the reports being sought.
- The right to state that although you agree to the report being sought you wish to have access* to it before or after Elpis.
- The right to ask for the report to be amended.
- The right to withhold consent to the report being supplied.

* *There are certain circumstances in which a Doctor is not obliged to allow access to a report. This is where it is felt that disclosure would cause serious harm to the individual's (or to others) physical or mental health.*

Doctor's name

Should you have difficulty in providing this information, please tell us why in the space below.

Address (including postcode)

Telephone

I hereby give permission to seek a medical report and reference on my behalf from my Doctor if needed as part of the recruitment process.

Signature

Date

Capability Information

This role can be physically and emotionally demanding. There are a number of health conditions which may impact a person's ability to carry out one or more of the essential functions of this role.

Such conditions include back pain, arthritis or joint pain; heart and circulatory problems; asthma; epilepsy; diabetes; infectious diseases; stress related illness; depression or mental illness.

In many cases, however, reasonable adjustments can be made to the role to overcome these difficulties. Bearing this in mind, please answer the following questions:

Do you have any condition which might cause you difficulty bending; kneeling; etc?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any condition which might cause sudden incapacity (for example, collapse) which might make working alone with a vulnerable person unsafe?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any condition which might cause breathlessness or discomfort on exertion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any condition which might present a health risk to others, for example an infectious disease such as Hepatitis C?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any condition or mental health problem which may at times affect your concentration levels or your ability to communicate effectively?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any other condition which might affect your ability to carry out any of the essential functions of this role?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently taking any medication requiring a strict timetable which would be incompatible with shift-working?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered YES to any of the above, please provide details of the condition / medication here and how it may affect your ability to perform the duties of this post.

Please provide details of any adjustments, assistance or support you may need to enable you to carry out the duties of the post.

Declaration

Please select one of the two following statements:

☐ I confirm that I have read the job description and that I am physically and mentally fit to carry out the duties of the post described.

OR

☐ I confirm that I have read the job description and that, with reasonable assistance, I am physically and mentally fit to carry out the duties of the post described.

Signature

Date

Disclosure Information

Due to the nature of the position for which you are applying, you are **not** entitled to withhold information about convictions which, for other purposes, are regarded as “spent”. This is because this post is excepted from the relevant provisions of the Rehabilitation of Offenders Act 1974.

Please provide full details of any convictions, charges or police enquiries together with dates and any penalty imposed. If there is nothing to declare, please record this, sign the form and return it with your application. If returning this form by email, signing the form may be done later in the recruitment process.

Personal Information

First name(s)		Surname	
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Date	Please explain fully the nature of each Conviction, Charge or Police Enquiry and include driving offences	Penalty Imposed

Signature		Date	
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Applicants with a Criminal Record

Policy Statement

1. Elpis's commitment to provide the highest quality service to the vulnerable young people whom we support sets the context within which decisions will be made regarding applicants with a criminal record.
2. Elpis is committed to equality of opportunity and to adopting practices free from unfair discrimination. As such, we will ensure that no applicant is unfairly disadvantaged on the basis of offending background.
3. Elpis will make it clear to applicants throughout the recruitment process if disclosure information will be sought for that position before an appointment can be confirmed and will make this policy available to all applicants at the start of the recruitment process.
4. Having a criminal record will not automatically debar a person from employment with Elpis, except in cases involving serious offences against a vulnerable person.
5. Before taking the decision to employ a person with a criminal record, Elpis will conduct a thorough assessment of the risk for that post.
6. The risk assessment will take the following factors into consideration:
 - the relevance of the conviction or other matter revealed
 - the seriousness of the offence
 - the length of time since the offence occurred
 - the circumstances which led to the offence being committed
 - whether or not the offence is part of a pattern of offending behaviour
 - efforts made to avoid re-offending
 - whether the person's circumstances have changed since the offence was committed
 - the attitude of the person towards the offence
7. Elpis will encourage applicants to disclose criminal record and related information at the start of the recruitment process in order to take full advantage of the interview stage to explore all relevant factors.
8. We will seek criminal record information from Disclosure Scotland only when a conditional offer of employment has been made.
9. Any criminal record information not provided by an applicant which is subsequently revealed by Disclosure Scotland, will be discussed with the person before any decision to withdraw a conditional offer of employment.
10. Information on convictions and related matters will be seen only by those in Elpis who require to know to perform their role.
11. Anyone who does have access to such information will receive appropriate training in its use.
12. All disclosure information will be stored securely and the certificate issued by Disclosure Scotland will be destroyed when it is no longer required.