### EMPLOYMENT APPLICATION FORM

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| --- | --- |
| **YOUR DETAILS** | |
| Surname |  |
| Forename(s) |  |
| Address Council  Postcode |  |
| Telephone |  |
| Mobile |  |
| What is your preferred contact number? |  |
| Email address |  |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications and Training (please continue on a separate sheet if needed)** | | | |
| Dates (from/ to) | School/ College/ University/ Training/ Other etc. | Qualifications/ Subject | Grade obtained |
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| --- | --- |
| Membership of professional bodies (continue on a separate sheet if needed) | |
| Name |  |
| Membership details |  |
| Renewal date |  |
| Name |  |
| Membership details |  |
| Renewal date |  |

**Employment Experience**

Please give details of your present or most recent employment/voluntary work first and work backward. Include all periods of employment, travel, etc. so there are no gaps in the record. (If you have additional previous employment, please give details on a separate sheet using the same format as below.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employment Experience (please continue on a separate sheet if needed)** | | | | |
| Employer’s name and address | Job Title | Brief description of duties | Date from/ to (MM.YY) | Reason for leaving and final salary |
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**Gaps in your Employment**

(please detail below, using a separate sheet if necessary):

|  |  |
| --- | --- |
| Date from/ to (MM.YY) | Reason for gap |
|  |  |

**Relevant experience**

Please tell us how your experience, skills, and qualifications meet the requirements of the person and job profiles. Please focus your response on the abilities and/or competencies required for the role giving evidence of your experience to date **(maximum 2 A4 sheets).** The information you provide will be the basis for shortlisting.

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| Relevant Experience |
|  |

Due to the equipment that may need to be transported and the remote nature of the venues that we use to support people living with dementia and their unpaid carers, it is desirable that you are a driver for this post.

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| --- | --- | --- |
|  | **Yes** | **No** |
| Do you have a current driving licence? |  |  |
| Do you have access to a car for business use? |  |  |
| Do you have any endorsements? |  |  |

Please list any training and development you have undertaken that is relevant to the post.

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**References**

Please supply the names, addresses, and contact details of two people **(NOT RELATIVES)**, to whom we may apply for references for you. Please note only individuals offered employment will have references taken up.

|  |  |
| --- | --- |
| **Reference 1** | |
| Surname |  |
| Forename(s) |  |
| Address Council  Postcode |  |
| Telephone |  |
| Mobile |  |
| Can we contact them prior to an interview? |  |
| Email address |  |
| **Reference 2** | |
| Surname |  |
| Forename(s) |  |
| Address  Council  Postcode |  |
| Telephone |  |
| Mobile |  |
| Can we contact them prior to an interview? |  |
| Email address |  |

**Rehabilitation of Offenders Act 1974**

Currently in Scotland, under the [Rehabilitation of Offenders Act, 1974](http://www.legislation.gov.uk/ukpga/1974/53/contents) anyone who has been convicted of a criminal offence and sentenced to prison for less than two and a half years can be regarded as [rehabilitated](http://www.legislation.gov.uk/ukpga/1974/53/section/4) after a specified period of time, ([the rehabilitation period](http://www.legislation.gov.uk/ukpga/1974/53/section/5)), provided he or she receives no further convictions.  A person can also become [rehabilitated after receiving an alternative to prosecution](http://www.legislation.gov.uk/asp/2010/13/section/109) (AtP), such as a fiscal warning or a fiscal fine.  After the specified rehabilitation period has passed, the original conviction or AtP is considered to be spent.

Anyone receiving a custodial sentence of 30 months or more is never rehabilitated and as such, will have to disclose details of this conviction, if asked, for the rest of their lives.  The requirement to disclose previous criminal activity for specific time periods, depending on the conviction or AtP, exists to balance the need to ensure public protection by allowing employers/potential employers access to information about a person’s criminal background with the separate need to help offenders move on from their previous offending and become rehabilitated.

The general rule is that, once a conviction or AtP is spent, that individual does not have to reveal it and cannot be prejudiced by it.  It is important to note that the requirement to disclose previous criminal activity does not debar anyone from obtaining employment.  What this policy does is to provide a legal framework within which information is permitted either to be given or not given to employers/potential employers to help inform their decisions about employing individuals.  Therefore, disclosure is a consequence of the offence and is not a punishment.  It is designed to allow employers to take an informed decision about whether to employ an individual for the post for which they are applying.

There are some categories of [proceedings and employment](http://www.legislation.gov.uk/ssi/2013/50/contents/made) where the disclosure of a person's previous conviction(s) is still required even although the rehabilitation period has passed. This rule does not apply to AtPs.  The type of [proceedings](http://www.legislation.gov.uk/ssi/2013/50/schedule/1/made) where questions can be asked when a rehabilitation period has ended and disclosure is still required include the granting, renewal or revocation of firearm, shot gun and explosives certificates as well as taxi driver and private hire driver licences.

The type of [employment](http://www.legislation.gov.uk/ssi/2013/50/schedule/4/made) where questions can be asked when a rehabilitation period has ended and disclosure is still required include work in the financial sector, in child care positions, care services and health professions.  This rule does not necessarily debar ex-offenders from such work but entitles the employer to ask questions about previous convictions outwith the normal rehabilitation periods.  It should be pointed out that anyone applying for such employment will be required to disclose all their previous convictions.  The purpose of this rule is to protect the public.

Source: https://www2.gov.scot/Topics/Justice/policies/reducing-reoffending/offender-rehabilitation

The successful candidate for this post must be a member of the PVG Membership for regulated work or be willing to obtain this prior to a formal offer of employment being made.

**Please tick the appropriate statement, which applies to you:**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| I have read and understood the above and have convictions to  declare. (please use the sheet below) |  |  |
| I have read and understood the above and I have no convictions to declare. |  |  |
| Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by police (‘spent or unspent)?  If yes, please give details of all offences, penalties, and dates on a separate sheet. |  |  |
| Do you have any police, court proceedings pending against you? If yes, please give brief details on a separate sheet. |  |  |
| Do you have any disciplinary action pending against you? |  |  |

I declare that the information I have given on this form is, to the best of my knowledge and belief, true and complete.

Signature:   
  
Date:

**Please complete and return to** Operation Manager Daniel Keane:

E-mail: [daniel@townbreak.org](mailto:daniel@townbreak.org)

Telephone: 01786 641 841

Address: 1 Springkerse Road, Stirling, FK7 7SN.