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| **Home-Start Glasgow North and North Lanarkshire is committed to equality, diversity and inclusion, and to safer recruitment practice as an important part of safeguarding and protecting children and vulnerable adults.** |

**Home-Start Glasgow North and North Lanarkshire**

Janitor’s House, 35 Avenuepark Street, Glasgow G20 8TS

Tel: 0141 948 0441 Registered Charity No: SC032736

**Application Form**

**Should you have any difficulty completing this application form, eg due to a visual impairment, please contact us so we can find a solution that will enable you to apply.**

Please read any accompanying information regarding this role before completing this form because we can only determine your suitability for the position from the information you give in this application. **The closing date is Wednesday 24 July at 5 pm** - any applications received after this time/date will not be considered. Please return your completed application form to [info@homestartgnnl.org.uk](mailto:info@homestartgnnl.org.uk)

Application for the position of: **Group Worker (Glasgow North)**

Where did you see this job advertised? Click here to enter text.

If appointed, when would you be able to start? Click here to enter a date.

**Personal Details**

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| First name: Click here to enter text.  Last name: Click here to enter text.  Telephone: Click here to enter text.  Email: Click here to enter text. | Address:  Click here to enter text. |

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| Please confirm that you have a driving licence and access to a car, which is an essential requirement for this role.  **YES/NO** |

Please give the names and addresses of two referees who must not be related to you or a member of your household. One must be your current or most recent employer. We will only contact your referees if we make you a conditional offer. **Please ask permission before submitting referee details.**

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| **Reference 1**  Name: Click here to enter text.  Address: Click here to enter text.  Email: Click here to enter text.  Phone: Click here to enter text.  Relationship: Click here to enter text. | **Reference 2**  Name: Click here to enter text.  Address: Click here to enter text.  Email: Click here to enter text.  Phone: Click here to enter text.  Relationship: Click here to enter text. |

**Disabled Applicants**

Is there any special provision which you require to ensure that you receive a fair selection interview?

Yes  No  If yes, please specify: Click here to enter text.

**Training and Education**

Please outline what formal education, vocational or professional qualifications and short course training you have undertaken which are relevant to the post.

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| **Date** | **Examinations/Qualifications/Training Courses** |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |
| Click here to enter a date. | Click here to enter text. |

**Voluntary Work**

Please outline any voluntary work you have done in the past or are involved in currently which is relevant to the post.

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| Organisation: Click here to enter text. | Date from: Click here to enter a date. | Date to: Click here to enter a date. |
| Type of work: Click here to enter text. | | |

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| --- | --- | --- |
| Organisation: Click here to enter text. | Date from: Click here to enter a date. | Date to: Click here to enter a date. |
| Type of work: Click here to enter text. | | |
| Organisation: Click here to enter text. | Date from: Click here to enter a date. | Date to: Click here to enter a date. |
| Type of work: Click here to enter text. | | |

**Employment History**

Please provide details of your present or most recent employment.

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| Employer’s name:  Employed from:  Employed to:  *(if applicable)*  Most recent salary: | Address: |
| Job title: | |
| Brief description of main tasks and responsibilities: | |
| Reason for leaving this post: | |

Please provide details of your previous employment.

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| Name of employer: | Date from: | Date to: |
| Job title: |
| Main tasks and responsibilities: | | |
| Reason for leaving this post: | | |

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| Name of employer: | Date from: | Date to: |
| Job title: |
| Main tasks and responsibilities: | | |
| Reason for leaving this post: | | |

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| --- | --- | --- |
| Name of employer: | Date from: | Date to: |
| Job title: |
| Main tasks and responsibilities: | | |
| Reason for leaving this post: | | |

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| --- | --- | --- |
| Name of employer: | Date from: | Date to: |
| Job title: |
| Main tasks and responsibilities: | | |
| Reason for leaving this post: | | |

Please tell us about gaps in your employment history, starting with the most recent:

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| Reason: | Date from: | Date to: |
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**Personal Statement**

What relevant skills, abilities and experience would you bring to this post?

Please outline in **no more than 2,000 words**. Be as specific as possible and ensure that your response relates to the requirements of the job, as outlined in the person specification and job description. You may continue on separate sheets if necessary.

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| Click here to enter text. |

**Declaration**

Please note: If any information given by you in this application is later found to be false or if you wilfully suppress any relevant facts, you may be dismissed.

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

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| Signed: Click here to enter text. | Date: Click here to enter a date. |

**Checklist**

I have completed and returned under separate cover the Equal Opportunities Monitoring Form.

Yes  No

**Employment checks**

Please be aware that should we offer you the role we will conduct a number of employment checks which will need to be satisfied before a role can be formally offered. These include:

- the right to work in the UK. We only recruit individuals with a legal right to work in the UK. All offers of employment will be subject to the candidate providing the required information/documents.

- your suitability to work with children and adults at risk (sometimes known as a DBS/PVG check, Access in NI). We do not ask for disclosure of criminal records during the application or interview process and not all offences will prevent you from working with us. If a criminal record check is required for a role, this will be stated clearly in the job advert, including the level of check required. We will only ask for a criminal records check at the point of job offer.

**Your Data**

All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Home-Start Glasgow North and North Lanarkshire will treat all personal information with the utmost confidentiality and in line with current data protection legislation.

Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment.

For more information on how we use the information you have provided, please see our Privacy Notice which is available on our website.