

# Application for Employment

## Guidance Notes

Thank you for your interest in Stepping Stones. These notes are to help you to make the most of your application. Please read these notes in conjunction with the other information within the application pack. If you need any more space for any part of the application form, please continue on a separate sheet and mark any additional sheets with your initials and the title of the post for which you are applying.

## Read the application pack carefully before completing the form.

The job description and person specification outline the duties for the post and competencies required to undertake the role.

## Equal Opportunities

The Organisation strives to be an Equal Opportunities employer and is committed to achieving and promoting equal treatment for all, irrespective of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, sexual orientation or employment status and meet obligations as defined by the Equality Act 2010.

The Organisation requires the same range of information from all applicants to be submitted within this application form. Please **do not** send a CV as it will not be taken into consideration and will not be forwarded to the shortlisting panel.

## Evidence in Support of Application

The application form contains four sections:

**Part A** - Contact Details and Data Protection Declaration;

**Part B** – Application form for employment (this is the only information which will be used to decide whether or not to shortlist you for interview).

**Part C** – Recruiting People with Convictions Statement (separate document)

**Part D** – Equal Opportunities Form (separate document)

Please complete the form in black ink or typescript. Please check through your application form to ensure all sections are completed and return the form to [admin@stepstones.org.uk](mailto:admin@stepstones.org.uk) with the title of job vacancy as the email subject. Alternatively, please post to Stepping Stones, 63 Kilbowie Road, Clydebank. G81 1BL, FAO John White. Please mark as Private and Confidential.

## Shortlisting, Interviews and Post Interview

Following the closing date, each application will be considered carefully and measured against selection criteria from the job description and person specification. Those who meet the essential criteria and who the panel believe would be a good fit for the role will be invited to an interview. Candidates will be contacted within two weeks of the closing date to advise if they have been successful in obtaining an interview or not. Any subsequent offer of employment will be subject to the receipt of satisfactory references, right to work in the UK, appropriate checks of stated qualifications and/or training and a Basic Disclosure Scotland check.

## Right to Work in the UK

Prior to appointment, you will be required to show a document confirming your right to work in the UK. This may be a passport, birth certificate or other prescribed document.

## Part A – Contact Details and Data Protection Declaration

### Data Protection Act 2018

Please read and sign below:

In applying for this post, I give my consent to ORGANISATION holding and processing data which is relevant to the recruitment process. This includes sensitive personal data which will be used for monitoring purposes.

Signature \_\_\_\_\_

Date \_\_\_\_\_

|                   |  |
|-------------------|--|
| <b>POST TITLE</b> |  |
|-------------------|--|

| <b>Personal Details</b> |  |
|-------------------------|--|
| Full Name               |  |
| Address                 |  |
| Post Code               |  |
| Email Address           |  |
| Phone (mobile)          |  |
| Phone (home)            |  |

Personal details required for the processing of the application will be removed before being passed to the selection panel for consideration. This is to ensure shortlisting is not influenced by age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation. The Organisation is fully committed to the promotion of equal opportunities.

How did you hear about this post? \_\_\_\_\_

### DECLARATION

I confirm all the information contained in this application form is true and correct to the best of my knowledge

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CONFIDENTIAL**

## Part B – Application Form

Please fill in this form using black ink and capital letters or black typescript.

The information contained in Part B will be used as part of the selection process and will therefore be made available to all persons involved in the selection process.

For administrative purposes, please ensure you put your initials in this box

|                  |  |
|------------------|--|
| Post Applied For |  |
|------------------|--|

| Educational, Professional or Training Qualifications |               |
|--|---------------|
| Qualification gained (in full) and pass level        | Date achieved |
|  |               |
|  |               |
|  |               |
|  |               |

| Current or Most Recent Employer |  |
|---------------------------------|--|
| Name and Address                |  |
| Position                        |  |
| Date appointed                  |  |
| Date of leaving (if applicable) |  |
| Reason for leaving              |  |
| Notice period                   |  |

| Main duties and responsibilities |
|----------------------------------|
|                                  |

| <b>Previous Employment</b>                                       |  |
|--|--|
| Please put in chronological order, starting with the most recent |  |
| Dates (from and to)  |  |
| Employer name  |  |
| Reason for leaving   |  |
| Post title and responsibilities                                  |  |
|  |  |
| Dates (from and to)  |  |
| Employer name  |  |
| Reason for leaving   |  |
| Post title and responsibilities                                  |  |
|  |  |
| Dates (from and to)  |  |
| Employer name  |  |
| Reason for leaving   |  |
| Post title and responsibilities                                  |  |
|  |  |
| Dates (from and to)  |  |
| Employer name  |  |
| Reason for leaving   |  |
| Post title and responsibilities                                  |  |
|  |  |

# Application for Employment

**Any other experience you feel is relevant to your application**

Please include details of voluntary work, projects undertaken, study, membership of organisations, etc.

# Application for Employment

**Use this section to explain why you are applying for the post**

**Using the person specification and job description for reference, please tell us about your qualities, skills, experience and achievements which makes you the right person for this post**

**Please ensure you give relevant examples to illustrate how you meet the essential and desirable criteria**

**Please continue on a separate sheet if necessary**

**NB: CVs will not be considered**

## Referees

Please give the names, addresses, telephone numbers and e-mail address, if appropriate, of two referees, one of whom must be your current or most recent line manager. Referees will only be contacted once an offer of employment has been made and accepted.

| Current/Most Recent Employer              |  | Previous Employer/Other Person Who Knows You in a Work Related Capacity |  |
|---|--|---|--|
| Name                                      |  | Name  |  |
| Address                                   |  | Address   |  |
| Post Code                                 |  | Post Code   |  |
| Telephone number                          |  | Telephone number  |  |
| Email Address                             |  | Email Address   |  |
| Please describe how this person knows you |  | Please describe how this person knows you                               |  |



**Funded by the following agencies with thanks.**

