

**LOMOND & ARGYLL
ADVOCACY SERVICE**



Application for Employment

Name: _____

Post: _____

Closing Date: _____

CONFIDENTIAL

Please return completed forms to:

Lomond & Argyll
Advocacy Service
155 Glasgow Road
DUMBARTON
G82 1RH

Tel: 01389 726543

admin@laas.org.uk

LOMOND & ARGYLL ADVOCACY SERVICE

Application for Employment

Data Protection Act 2018

Please read and sign below:

In applying for this post, I give my consent to Lomond and Argyll advocacy service to hold and process data which is relevant to the recruitment process. This includes sensitive personal data which will be used for monitoring purposes.

Signature _____

Post Applied For:

	Mid Argyll	Oban and Lorn
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Title:	First name:	Surname:
Address (inc postcode):		Daytime Tel:
		Home Tel:
Email:		
Do you have a current driver's licence?	Do you have access to a car?	
Do you have any endorsements? If Yes, please give details.		

Courses and Qualifications

Please list courses you have attended and qualifications you have gained, starting with the most recent.

Course and Qualifications	School/ College/ Agency	Year	Duration

Present or Most Recent Post

Name of Employer:	
Address of Employer:	
Title of Post Held:	
Date Appointed:	Notice Required:
Leaving Date (if appropriate):	Salary:
Main duties and responsibilities of present post:	

Previous Experience (This can be paid or unpaid work).
Please show most recent post first.

Name of Employer	Paid or Unpaid	From Mth/Year	To Mth/Year	Post and Main Duties

Personal Statement

Please state the reasons why you are applying for the post and what you think you can bring to it and the organisation. Please refer to the advert, job and person specification (Continue on separate page if necessary).

Referees

Please give the names of two referees, one of whom should be your present or most recent employer. Please note that you may not give the name of someone who is related to you.

May we approach these people prior to interview should you be short-listed? Please indicate this below.

Name:	Name:
Address:	Address:
Job Title:	Job Title:
Tel:	Tel:
Email:	Email:
May we approach referee if short-listed? YES / NO	May we approach referee if short-listed? YES / NO

Rehabilitation of Offenders Act 1994/ Protection of Vulnerable Groups

The provisions relating to the non-disclosure of criminal convictions do not apply to certain occupations.

The position for which you are applying is included in the exempted type of employment under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You may be required to join the PVG Scheme.

It is against the law for employers to employ someone to work with Children or Protected Adults if they are barred from doing so. Because of this, organisations such as LAAS must only employ people who are members of the PVG scheme. If you are not already a member you will be required to join before any final contract is offered. Cost of membership will be paid by LAAS.

Please answer the following questions and read carefully and sign the declaration below.

Have you been convicted of any criminal offence? YES / NO

1. If YES, please give details of the conviction(s)/charge(s) and the date(s) on a separate sheet and enclose it with your completed application.

2 I am / am not a member of the PVG scheme. (PVG Ref Number if applicable)

Signature: _____ Date: _____

Any information given will be completely confidential and will be considered only in relation to an application for a position where such an exemption is appropriate.

DECLARATION

I CONFIRM THAT THE INFORMATION I HAVE GIVEN IS TO THE BEST OF MY KNOWLEDGE CORRECT AND ACCURATE.

Signature: _____ Date: _____

Additional Information

Equal Opportunities

Lomond and Argyll Advocacy Service 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. Lomond and Argyll Advocacy Service 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.

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.