**APPLICATION FOR EMPLOYMENT**

Please complete all sections of the application form. The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. You should complete the form fully and accurately as possible to enable your application to be given full consideration.

**Vacancy Detail**

|  |  |
| --- | --- |
| **Vacancy Applied For** | **Vacancy Reference Number** |
|  |  |

**Advertisement Source**

|  |  |
| --- | --- |
| Where did you see this post advertised? |  |

**Personal Details**

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Postcode |  |
| Daytime Telephone No. |  |
| Other Telephone No. |  |
| Email Address |  |
| Do you have a relative working for with YOU |  |
| If yes, please give details |  |
| Do you have a personal relationship with any person we support at with YOU |  |
| If yes, please give details |  |

**Driving Licence**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Do you possess a full UK current driving licence? |  |  |
| Do you have any points on your driver’s licence? If yes please note how many |  |  |
| Do you have access to a car for work purposes? |  |  |
| Are you insured for business purposes? |  |  |

**SSSC Registration**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are you registered with the Scottish Social Service Council (SSSC) |  |  |
| If yes, please provide your registration number |  |  |

**Protection of Vulnerable Groups Act**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| PVG scheme membership is a requirement of this post, are you are a member of the PVG Scheme |  |  |
| If yes, please provide your 16-digit PVG Membership number |  | |

**Eligibility to Work in the UK**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Do you currently have the right to work and live in the UK? |  |  |
| National Insurance Number: |  | |

**If you are successful in your application, you will be asked to provide evidence of entitlement to work in the UK and your driving license**

**Disability Confident**

|  |  |  |
| --- | --- | --- |
| This information is required so that all disabled applicants who meet the minimum criteria for this position are offered an interview. | **Yes** | **No** |
| Do you consider yourself to have a disability? |  |  |

**Education & Professional Qualifications**

Please provide details of all qualifications achieved or currently working towards. You will be required to provide original certificates of achievement for all courses detailed here which are relevant to the person specification for the post you are applying for. Please continue on a separate sheet if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Educational Provider | Name of Course or Subjects Studied | Grade and level of award | Date/Year achieved |
|  |  |  |  |

**Work Related Training & Development**

Please provide details of all training undertaken which is relevant to the post you are applying for. You will be required to provide original certifications or awards for all courses you detail as being accredited. Please continue on a separate sheet if required.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of organising body | If accredited please detail the name of the awarding body. | Grade and level of award | Date/Year achieved |
|  |  |  |  |

**Current or Most recent Employment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisations Name, address and post code | Start Date |  | | Leaving Date |  |
|  | Position Held | |  | | |
| Salary | |  | | |
| Notice Period | |  | | |
| Full Time/Part Time | |  | | |
| Reason For Leaving | |  | | |
| Description of Duties (please include your main duties, responsibilities and achievements ) | | | | | |

**Previous Employment**

Please provide details of previous employment starting with the most recent first, including reasons for any gaps in your employment history. Please use an additional sheet if required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From  Month/Year | To  Month/Year | Employer Name, Address and Postcode | Position Held, Description of Main Duties and Responsibilities | Reason for Leaving |
|  |  |  |  |  |
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**Supporting Statement**

Please use this section to explain in detail how you meet the requirements of the Job Description. Including the skills, knowledge, experience and achievements you bring to this position. If you are or have been involved in voluntary or unpaid activities, please also include this information.

|  |
| --- |
|  |

**References**

References must be from the two most recent employers. We reserve the right to request additional references if we consider it necessary.

|  |  |  |
| --- | --- | --- |
|  | Reference 1 – Employer | Reference 2 - Employer |
| Organisations Name |  |  |
| Organisation  Address |  |  |
| Post Code |  |  |
| Referees Full Name |  |  |
| Job Title |  |  |
| Relationship |  |  |
| Referees Tel No |  |  |
| E-mail Address |  |  |

**Rehabilitation of Offenders**

The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain criminal offences to regard their conviction as ‘’spent’’ after the lapse of a period of years. This means that no reference needs to be made to the conviction or any circumstances relating to it. However, because of the nature of the work you are applying for, this post has been exempted from the provisions of the Act. You are therefore required to declare information about convictions which for other purposes are ‘’spent’’ under the provisions of the Act. In the event of employment, any failure to disclose such information could result in disciplinary action, up to and including dismissal.

The information provided in this section will be treated as confidential and will not be taken into account when considering your application at the initial stage. If you are selected for interview, you will be given the opportunity to discuss any convictions with the recruitment manager if necessary.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have you ever been convicted of any criminal offence(s) |  |  |
| Do you have any criminal charges pending |  |  |

If yes, to any of the above, please provide details of conviction(s)/charges

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Name of Court (if applicable)** | **Details of Offence/Enquiry** | **Sentence/Outcome** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Protection of Children and Vulnerable Adults**

We are committed to ensuring the safety and protection of all people who access our services including children and adults with incapacity. To prevent abuse and protect the people who accesses our services you are required to declare convictions or being the subject of any investigation or enquiring relating to abuse or other inappropriate behaviour.

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have you ever been subject to any investigation or enquiry into abuse or other inappropriate behaviour?  If yes, you will be asked to provide details if selected for interview |  |  |
| Are you aware of any pending proceedings, investigation or enquiry against you in relation to abuse or other inappropriate behaviour?  If yes, you will be asked to provide details if selected for interview |  |  |

**Data Protection**

|  |
| --- |
| The information you provide in this application pack will be used by Care Support Scotland for the purpose of processing your application and monitoring our recruitment process. If your application is successful, the details within this application pack will be used for the purpose of facilitating your employment and we may be required to share some of the information you provide with statutory bodies including the Care Inspectorate and the Department of Work and Pensions.  The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not be kept for longer than is necessary. You have a right to access the information that Care Support Scotland holds on you. If you would like to do this, please contact the People & Culture team.  Care Support Scotland has a written policy on the recruitment of ex-offenders, which is available to all applicants. Having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position together with the circumstances and background of any particular offences. |

**Declaration**

|  |
| --- |
| I certify that all the information contained in this form and any attachments are true and correct. I have not withheld any information which may affect my application for employment. I realise that false information or omissions may lead to dismissal from and or withdrawal of any offer of employment. I agree to the information (which may include sensitive personal data) being used for legitimate purposes connected with recruitment and selection, including PVG Scheme membership and reference requests. The information supplied above may be verified by Care Support Scotland. I consent to the processing of data in accordance with the current Data Protection legislation. |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |