

 For office use

|  |  |
| --- | --- |
| Number | **ADMIN01** |

**Application form**

**Introduction**

Please complete this form electronically in Word or a compatible alternative. Answer all the questions in the spaces provided. You can add pages/space if there is not enough room on the form to write your answers. Please do not send your CV.

Your application will be considered based on the requirements of the post as set out in the job description and person specification. The front page of this form and the equal opportunities monitoring form will not be sent to the shortlisting panel until after decisions to invite to interview are made.

|  |  |
| --- | --- |
| **Job Title:** |  |

|  |  |
| --- | --- |
| **Last Name** |  |
| **Other Names** |  |
| **Address (including postcode)** |  |
| **Contact Numbers (work, home and mobile) – please indicate which you would prefer us to use** |  |
| **Email address** |  |
| **Preferred pronouns (e.g., He/She/They)** |  |

|  |  |
| --- | --- |
| **How did you find out about this job?** |  |

|  |
| --- |
| **Data protection privacy notice**I confirm that I have read and understood the privacy notice that forms part of the application pack for this post. I confirm that I agree to the terms in that privacy notice. |
| **Put a tick or a cross here, or sign below to confirm you agree:** | **Date:** |

**Please confirm you currently have the right to work in the UK, or briefly explain your** **current status below:**

|  |
| --- |
|   |

**Declaration**

|  |
| --- |
| I declare that the information given on this form is correct and can be treated as part of any contract of employment. Giving false information will give my employer the right to terminate any contract offered. I understand that my appointment would be subject to a criminal record check (Disclosure).  |
| **Signed:** | **Date:** |

An electronic signature is acceptable if sending by e-mail, but we may ask you to sign the form again physically or using a secure e-signature if you are offered the position.

Please let us know if there are any arrangements needed in advance of an interview to ensure that it will be accessible for you (e.g. communication support, reasonable adjustments, etc.):

|  |
| --- |
|  |

Note: The above sections shall be separated from the rest of your application before it is forwarded to the shortlisting panel. Please return your completed form in Word format rather than exporting to PDF to help our staff do this.

For office use

|  |  |
| --- | --- |
| Number |  |

# Employment details

|  |  |
| --- | --- |
| **Name and address of current or most recent employer**  |   |
| **Job title** |  |
| **Dates from / to** |  |
| **Current salary/ wage** |  |
| **Notice period** |  |
| **Below, please briefly describe your duties and responsibilities** |
|  |

**Previous employment**

Please list all your previous paid employment, starting with the most recent.

|  |  |  |
| --- | --- | --- |
| **Name and address of employer:** | **Job title and key relevant responsibilities, tasks, etc** | **Dates from/to:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Voluntary work and other relevant experience**

Please give brief details of any voluntary work, activities, or life experience that you think is relevant to the job.

|  |
| --- |
|  |

**Education**

Please start with the most recent.

|  |  |  |
| --- | --- | --- |
| **School/ College/ University** | **Course/s and result/s** | **Date:** |
|  |  |  |

**Training**

Please start with the most recent

|  |  |
| --- | --- |
| **Course attended:** | **Date:** |
|  |  |

**Suitability for the job**

Please give a short statement telling us why you have chosen to apply for this position (what attracts you to the role and/or our organisation):

|  |
| --- |
|  |

Now tell us why you are suitable for this job based on your previous experience and demonstrated skills. We are keen that you **briefly address each of the points in the person specification, in the order they appear.**

It is important to give examples of what you have done rather than just say you can do something. Feel free to add more space below as needed if completing the form electronically, or to attach separate pages if completing a physical copy, but please try to keep the total length of your answer to this section no longer than 3 pages at most.

|  |
| --- |
|  |

**Referees**

|  |
| --- |
| Please provide two referees. One should be your present or most recent employer. The other should be someone who has known you through your work or education. All appointments are subject to satisfactory references. |
| Name: Email: Address: Tel:  | Name: Email: Address: Tel:  |
| How do you know this person? | How do you know this person? |
| May we contact this referee before interview? |  | May we contact this referee before interview? |  |

Please return your completed application form and Equal Opportunities Monitoring Form by the date and time indicated on the advert for the role.

We would prefer if you could e-mail them, for practical reasons, using Word (doc or docx) or a similar accessible format (**not as a PDF, as this makes separating your personal details more difficult**) to: HR@inclusionscotland.org

If this is not possible or if you wish to submit them in an alternative format (e.g. for access reasons) please contact us as soon as possible to arrange this.