



## **Application for Employment**

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| **Post you are applying for:** |  |
| **Location of post:** |  |

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| Personal Details |

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| --- | --- |
| **First name(s)** | **Surname** |
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| **Home telephone** | **Mobile telephone** |
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| **Email address** |
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| **Home address (including postcode)** |
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| Education and Training |

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| --- | --- | --- | --- | --- |
| **Date from** | **Date to** | **University, college or school attended / Training provider** | **Qualification achieved** | **Grade** |
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*Please list or attach a separate sheet if necessary.*

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| Current employment |

Please give details of your current or last employment:

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| **Date from** | **Date to** | **Employer** |
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| **Job title** |
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| **Main duties**  |
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| **If you are presently in employment what notice period are you required to give and what is your reason for leaving?** |
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| Employment history |

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| **Date from** | **Date to** | **Employer and contact details** | **Job title** | **Main duties and reason for leaving** |
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*Please attach a separate sheet if necessary.*

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| Supporting Evidence |

**Please refer to the Job Description and Person Specification for the role and outline below how you meet the criteria for the role, and what additional qualities you would bring.**

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| **Supporting Evidence** |
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*Please attach a separate sheet if necessary.*

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| Referees |

Please provide details of two referees, one of which must be your current or most recent employer:

**Referee 1:**

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| --- | --- |
| **Full name** |  |
| **Job title** |  |
| **Organisation** |  |
| **Relationship to you** |  |
| **Contact details (including address, phone number and email address)** |  |

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| May we contact this referee prior to a job offer? | [ ]  Yes [ ]  No |

**Referee 2:**

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| --- | --- |
| **Full name** |  |
| **Job title** |  |
| **Organisation** |  |
| **Relationship to you** |  |
| **Contact details (including address, phone number and email address)** |  |

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| May we contact this referee prior to a job offer? | [ ]  Yes [ ]  No |

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| Criminal Record Declaration |

**Rehabilitation of Offenders Act (1974) (as amended)**

This Act states that employers can ask for details of criminal convictions for certain jobs. The post that you have applied for is working with vulnerable young people and is therefore exempt from the Rehabilitation of Offenders (1974) Act by the Exclusions and Exceptions (Scotland) Act 2003. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information, no matter how long a period has elapsed.

Having a criminal record will not automatically result in you being considered unsuitable to work at With Kids as decisions made will depend on the role and the nature of offences. However, failure to disclose such convictions could lead to withdrawal of the offer or dismissal at a later date.

All information given will be treated sensitively and confidentially and will only be considered for the purposes outlined in the context of the applied role and in line with Disclosure Scotland guidance.

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| Have you ever been convicted and/or cautioned of any criminal offenses, or do you have any offences pending prosecution? Please note this includes any driving offences or endorsements you may have on your licence. If yes, please give details. Alternatively, you may provide details on a separate sheet(s) in a sealed envelope marked for the attention of the HR Department, ensuring it is attached to this form.  | [ ]  Yes [ ]  No |

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| Disclosure Scotland / Protection of Vulnerable Groups (PVG) |
| Are you currently a member of the Protection of Vulnerable Groups (PVG) scheme? If yes, please provide your membership number and advise the group(s) you are registered with: [ ]  Children only [ ]  Adults only [ ]  BothMembership Number:  | [ ]  Yes [ ]  No |

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| Other information required |

**For each of the following statements, delete YES/NO as applicable:**

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| Are there any restrictions on you taking employment in the UK?If yes, please give details: | [ ]  Yes [ ]  No |

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| Do you consider yourself to have a disability or health condition? [ ]  Yes [ ]  No If yes, please give details. Alternatively, you may provide details on a separate sheet(s) in a sealed envelope marked for the attention of the HR Department, ensuring it is attached to this form. Please also indicate what adjustments With Kids could make to enable you to be a member of our staff team. |

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| For certain roles at With Kids, practitioners have a responsibility to monitor and maintain their fitness to practice at a level that enables them to provide an effective service. If their effectiveness becomes impaired for any reason, including health or personal circumstances, they should, if necessary, withdraw from practice until their fitness to practice returns. All information given will be treated sensitively and confidentially and will only be considered for the purposes outlined in the context of the applied role and in line with Disclosure Scotland guidance. |

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| Have you previously worked at With Kids? | [ ]  Yes [ ]  No |
| Are you related to any current employee / board member of With Kids? | [ ]  Yes [ ]  No |
| Do you have a close/personal relationship with any employee / board member of With Kids? | [ ]  Yes [ ]  No |
| If you have answered yes to any of the above questions please provide details: |

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| **How did you hear about this vacancy?** |
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| **Declaration:** |
| I certify that, to the best of my knowledge, the information given in this form is accurate and without omission. I understand and agree that this information may be stored and processed in accordance with the Data Protection Act 1998 and that With Kids may take steps to verify the information I have provided, through references, checks of my qualifications and professional memberships.I know of no reason why I would be unsuitable work at With Kids or be a Trustee. I am prepared for With Kids to undertake a Disclosure check and become a member of the PVG Scheme for work with children. By signing this declaration you are agreeing that you have read and understood this: |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

