|  |  |  |  |
| --- | --- | --- | --- |
| \\10.0.0.2\Company\3. External Engagement\Marketing & Publicity\Logos\FO Logos\Masters\JPEG\Families Outside-Master_turq.jpg | Families Outside | | Application No.  (office use) |
| Employment Application Form | | DFS |
| Data protection: Families Outside is fully compliant with the **General Data Protection Regulation (GDPR)** and will only hold the information you opt to provide us with for the duration of the recruitment process unless you advise us otherwise. Following completion of this process all data you provide will either be securely destroyed, or if you are successful in your application, progress forward to form part of a personnel file. | | | |
| The application should be returned by:   1. Email to: details of where to email applications will be available on each vacancy advertisement 2. Post to: Families Outside, 17 Gayfield Square, Edinburgh, EH1 3NX | | | |
| **Completing this application:**  This form has been formatted appropriately. Please do not adjust the settings or paste text into the document without ensuring it is in the specified font type/size. Use additional A4 sheets for each question if required. | | | |
| **Position applied for:** | |  | |

|  |  |
| --- | --- |
| **Personal details** | |
| Surname |  |
| First name(s) |  |
| Address |  |
| City and Postcode |  |
| Telephone |  |
| Email |  |
| Are you a UK citizen? | Yes No |
| If no, are you authorised to work in the UK? | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Marketing feedback** | | | |
| How did you hear about this post? | | | |
| Good Moves |  | Families Outside website |  |
| Facebook |  | Twitter |  |
| S1 Jobs |  | Word of mouth |  |
| Print press |  | which publication? | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration and signature** | | | |
| 1. I certify that my answers and all particulars are true and complete to the best of my knowledge. 2. If this application leads to employment, I understand that any omissions, false or misleading information in my application or in the interview process may result in my dismissal. 3. I understand that employment with Families Outside is subject to receipt of satisfactory references. | | | |
| Signature |  | Date |  |
| Note: page 1 comprises your personal details and marketing information, and is detached before your application form is submitted to the Selection Panel. This ensures an impartial process when it comes to the selection process. Please only sign the form on page 1 once you have completed the rest of the application and are satisfied with your responses. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **References**  Please give details below of TWO people whom we may contact for references. References will be taken up prior to being offered employment, unless you specify otherwise. At least one of reference should have knowledge of you in a working environment, either paid or unpaid, and one should be your current or last employer. If you are a recent school / college leaver, please give appropriate school / college referees. | | | Application No.  (office use) |
|  |
| **Reference 1** | Full name |  | |
| Relationship |  | |
| Company/organisation |  | |
| Telephone |  | |
| Email |  | |
| **Reference 2** | Full name |  | |
| Relationship |  | |
| Company/organisation |  | |
| Telephone |  | |
| Email |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employment** (please begin with your most recent employer) | | | | | | |
| **Employment 1** | Employer | |  | | | |
| Job title |  | | | Salary | £ |
| Start date |  | | | End date |  |
| Responsibilities |  | | | | |
| Reason for leaving | |  | | | |
| **Employment 2** | Employer | |  | | | |
| Job title |  | | | Salary | £ |
| Start date |  | | | End date |  |
| Responsibilities |  | | | | |
| Reason for leaving | | |  | | |

Please continue on a separate sheet if necessary

|  |  |
| --- | --- |
| **If successful, when could you take up the position?** |  |
| **Please provide any notice period.** |  |

|  |
| --- |
| **Voluntary work** (please give details of any relevant unpaid work) |
|  |

|  |  |  |
| --- | --- | --- |
| **Education** (please begin with your most recent education) | | |
| **Education 1** | Higher/further education body attended |  |
| Start date |  |
| End date |  |
| Qualifications obtained |  |
| **Education 2** | Higher/further education body attended |  |
| Start date |  |
| End date |  |
| Qualifications obtained |  |

Please continue on a separate sheet if necessary

|  |  |  |  |
| --- | --- | --- | --- |
| **Training course (year attended)** | **Qualification** | **Training course (year attended)** | **Qualification** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Any other training, skill or qualification relevant to the role** |
|  |

|  |  |
| --- | --- |
| **Driving** | |
| Do you hold a full current driving licence valid for use within the United Kingdom? | Yes No |

|  |  |
| --- | --- |
| **Disclosure Scotland criminal records check** | |
| Some roles within Families Outside require criminal records check from Disclosure Scotland. This will be stated on the job description if it is the case. A previous criminal record does not automatically prevent someone from qualifying for a post. Each case will be assessed on its own merits. | |
| By ticking this box I understand a criminal record check may be carried out on me if I am successful in my application |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **IT and social media ability** | | | | |
| Please check the box which best describes your overall skill level with computers and other IT equipment such as mobile phones? | Excellent | Good | Limited | None |
|  |  |  |  |
| **What best describes your competency with the following?** | Excellent | Good | Limited | None |
| * Microsoft Outlook/Office 365 (email, calendars etc.) |  |  |  |  |
| * Microsoft Word (word-processing) |  |  |  |  |
| * Microsoft Access (databases) |  |  |  |  |
| * Microsoft Excel (spreadsheets) |  |  |  |  |
| * Microsoft PowerPoint (presentations) |  |  |  |  |
| * Microsoft Publisher (publication production) |  |  |  |  |
| * Internet |  |  |  |  |
| * Social media |  |  |  |  |
| Any other computers and/or IT skills or qualification relevant to the role | | | | |
|  | | | | |

|  |
| --- |
| **Supporting statement** |
| * In the space below, please provide us with a statement in support of your application. * Give your reasons for applying and ensuring you address each point on the essential criteria in the job description**.** * You have a limit of 1,000 words. |
|  |

Please continue on a separate sheet if necessary