Please note that applications will be processed by a third-party HR Recruitment Consultant administering the recruitment process on behalf of sparqs. This information will be treated as confidential and will not be disclosed without your permission. Please refer to our [Privacy Policy](https://www.sparqs.ac.uk/terms.php) on our website about how we will store your information.

If you have difficulty completing this application form, or you have a disability   
which prevents you from completing this form, please contact the Central Support Team on: 0131 622 6599.

|  |
| --- |
| GUIDANCE ON COMPLETING THIS APPLICATION FORM   * Separate [detailed guidance about completing this form](https://www.sparqs.ac.uk/upfiles/Application%20Form%20Guidance%20Notes%2023-24.pdf) is available on our website. * Please send this application form back as a **WORD** document. **We cannot  accept PDFs**. * This information will be treated as confidential and will not be disclosed without your permission. We are required under the Data Protection Act 1999 to inform you that some data you have supplied will be held on computer or paper-based files. * To ensure fairness, the first section of this form will not be seen by the shortlisting panel. Please try to avoid putting your name anywhere else in your application.   Equal Opportunities Monitoring Form  sparqs is committed to the ongoing successful development of its equal opportunities policy in relation to the recruitment and selection of staff. The survey is completely anonymous and will ssist us in the implementation and monitoring of this procedure, **applicants for posts are asked to complete an equal opportunities monitoring form here:** <https://www.surveymonkey.com/r/EOM25> |

PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | | |
| **Surname:** |  | | |
| **Address:** |  | | |
| **Mobile tel:** |  | | |
| **Home tel:** |  | | |
| **Work tel:** |  | | |
| **Email:** |  | | |
| **Dates unavailable for interview:** |  | **Notice period:** |  |
| **Do you require any special provisions if selected for interview?** | | | |
| Yes  No  If ‘Yes’, please give details: | | | |
| RIGHT TO WORK | | | |
| **Do you require a Work Permit or Visa to allow you to work in the UK?** | | | |
| Yes  No | | | |

|  |  |
| --- | --- |
| **Post Title:** |  |

EMPLOYMENT HISTORY

*Please include paid and voluntary experience and explain any gaps in employment history*

CURRENT EMPLOYMENT (details of your most recent employer)

|  |  |
| --- | --- |
| **Employer name:** |  |
| **Address:** |  |
| **Role:** |  |
| **Dates:** |  |
| **Description of duties and responsibilities:** | |
|  | |
| **Reason for leaving:** | |
|  | |

PREVIOUS EMPLOYMENT

|  |  |
| --- | --- |
| **Employer name:** |  |
| **Address:** |  |
| **Role:** |  |
| **Dates:** |  |
| **Description of duties and responsibilities:** | |
|  | |
| **Reason for leaving:** | |
|  | |

|  |  |
| --- | --- |
| **Employer name:** |  |
| **Address:** |  |
| **Role:** |  |
| **Dates:** |  |
| **Description of duties and responsibilities:** | |
|  | |
| **Reason for leaving:** | |
|  | |

EDUCATION, QUALIFICATIONS AND TRAINING

*Higher education and Further education – Diploma/Degree and A levels (or equivalent)*

|  |  |  |  |
| --- | --- | --- | --- |
| Educational establishment | Qualification | Result | Date |
|  |  |  |  |
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PERSONAL DEVELOPMENT

*Other training and professional development undertaken relevant to this post*

|  |  |  |
| --- | --- | --- |
| Provider | Date | Details of training |
|  |  |  |

SUPPORTING STATEMENT

Please provide a detailed breakdown of how your experience and skills meet each of the requirements of the person specification for the role. **It is important that, where appropriate you give practical evidence that demonstrates that you meet the criteria.** *Please limit your responses to around two pages.*

|  |
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REFEREES

All appointments are subject to receipt of satisfactory references. Please give details of two people who we can approach for references. We will not approach your referees without your permission. Both referees should be from previous employment or study; one should be your present or most recent line manager. sparqs does not accept referees who are friends or work colleagues in an equivalent or junior role to the most senior position you have held at that organisation.

REFEREE ONE

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Address (incl. Postcode):** |  | | |
| **Position held:** |  | **Can we approach this referee immediately?** | Yes  No |
| **Telephone:** |  | | |
| **Email:** | | | |
|  | | | |

REFEREE TWO

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Address (incl. Postcode):** |  | | |
| **Position held:** |  | **Can we approach this referee immediately?** | Yes  No |
| **Telephone:** |  | | |
| **Email:** | | | |
|  | | | |

PROTECTION OF VULNERABLE GROUPS (SCOTLAND) ACT 2007

|  |  |
| --- | --- |
| **Are you a member of the PVG Scheme?** | Yes  No |
| **Are you registered for:** | Children;  Adults;  Both |
| **Membership number** |  |

REHABILITATION OF OFFENDERS ACT 1974

Having a criminal record will not necessarily bar you from working with sparqs, this will depend on the nature of the position together with the circumstances and background of any particular offences.

The post you are applying for is exempt from the relevant provisions of the Rehabilitation of Offenders Act 1974. This means that you are not entitled to withhold information about convictions which for other purpose are regarded as spent, unless that conviction is protected. For more information regarding conviction disclosures, please refer to the Guidance provided on the Disclosure Scotland website.

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

If you have answered yes to either of the question above, please provide the following details:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Name of court | Please provide details of the nature of each conviction, charge or police enquiry, including driving offences. | Penalty imposed and Outcome |
|  |  |  |  |
|  |  |  |  |

RECRUITMENT MONITORING

|  |  |
| --- | --- |
| **Are you related to or do you have a personal relationship with any sparqs employee or Trustee?** | Yes  No  If ‘Yes’ please give details: |
| **How did you hear about this position (Name of publication/website)?** |  |

DECLARATION

I declare that the details on this application are correct to the best of my knowledge and belief.   
I understand that withholding relevant information or giving false information may result in my application being rejected or that I may be dismissed if I have already been appointed.

|  |  |
| --- | --- |
| Signed: | Date: |

|  |
| --- |
| **Please email this form to** [admin@sparqs.ac.uk](mailto:admin@sparqs.ac.uk) |