**Application form for employment**

****

# **Introduction**

SUSE are a supportive and flexible organisation, and we welcome applications from all eligible candidates.

We are keen to hear from a wide range of talented individuals who are interested in joining us. We strive to create an environment where every employee feels valued, respected, and empowered to contribute their best.

We are happy to discuss any reasonable adjustments to make the application process, interview, and role more accessible.

We continually strive to be a diverse and inclusive workplace and are a Living Wage and Disability Confident employer.

Our application form has been developed to be accessible for everyone. However, if you would like the application form in an alternative format, please contact [info@susescotland.scot](mailto:info@susescotland.scot) to discuss your requirements.

Table of Contents

[Introduction 2](#_Toc161756619)

[Application](#_Toc161756620)

[1. Personal Details 4](#_Toc161756621)

[2. Present and Previous Employment 5](#_Toc161756622)

[3. Education and Training 6](#_Toc161756623)

[4. Relevant Experience, Training or Memberships 7](#_Toc161756624)

[5. Supporting Statement for this Post 8](#_Toc161756625)

[6. Additional Information 9](#_Toc161756626)

[7. References 10](#_Toc161756627)

[8. Available Starting Dates 12](#_Toc161756628)

[9. Guaranteed Interview Scheme 13](#_Toc161756629)

[10. Reasonable Adjustments for Interview 14](#_Toc161756630)

[11. Submitting your Application 15](#_Toc161756631)

# **Application**

**Position you are applying for:**

## **1. Personal Details**

**First Name**:

**Second Name**:

**Address**:

**Post Code**:

**Telephone**:

**Email**:

The following sections will be used by the shortlisting and recruitment panel. The panel will not consider any other information or documents you submit with your application unless these have been requested.

## **2. Present and Previous Employment**

Please provide information on the employment you have help. Start with the most recent job and work back. Please be brief when giving information on your duties in each post.

**Employment Experience – current or most recent employer**

Employer’s name:

Employer’s address:

Dates from (mm/yy) to (mm/yy):

Job Title and main duties and responsibilities:

Reason for leaving:

**Employment Experience – previous experience**

Employer’s name:

Employer’s address:

Dates from (mm/yy) to (mm/yy):

Job Title and main duties and responsibilities:

Reason for leaving:

**Employment Experience – previous experience**

Employer’s name:

Employer’s address:

Dates from (mm/yy) to (mm/yy):

Job Title and main duties and responsibilities:

Reason for leaving:

## **3. Education and Training**

Please give details of your qualifications, and relevant training or skills. You should include university, college, school, professional activities etc.

Name or subject of qualification or training:

Place of study (college, employer, university, school):

Dates from (mm/yy) to (mm/yy):

Qualification or result gained:

Name or subject of qualification or training:

Place of study (college, employer, university, school):

Dates from (mm/yy) to (mm/yy):

Qualification or result gained:

Name or subject of qualification or training:

Place of study (college, employer, university, school):

Dates from (mm/yy) to (mm/yy):

Qualification or result gained:

Please add more qualifications or training if relevant:

## **4. Relevant Experience, Training or Memberships**

Please provide brief details of other relevant experience or training, such as projects undertaken or memberships or organisation or professional bodies (membership organisations for people with professional qualifications):

## **5. Supporting Statement for this Post**

Please outline the experience, skills and attributes that make you suitable for the post. Your answer should include clear statements that tell us how you meet the Essential and Desirable criteria for this post listed in the Job Description. Your answer should be limited to 1000 words.

## **6. Additional Information**

The Management of Offenders (Scotland) Act 2019 amends the Rehabilitation of Offenders Act 1974 to reduce the periods of time after which certain offences become ‘spent’ and need no longer be disclosed to an employer. This information is completely confidential and will not be shared with anyone who does not need to have this information about you.

Have you ever been convicted of a criminal offence?  
Please specify yes or no:

If your answer is yes, please give details or date(s) of offence(s) and sentence(s) passed, which are not spent. If you are not sure if your sentences are spent, please give details:

## **7. References**

All offers of employment are subject to receipt of satisfactory references. Please provide the contact details of two people who can comment on your suitability for this post, one of whom should be a previous or current employer.

**Referee 1**

Name:

Position:

Organisation:

Address:

Telephone:

Email:

What is your connection with this referee?:

May we approach this referee prior to interview? Please specify yes or no:

**Referee 2**

Name:

Position:

Organisation:

Address:

Telephone:

Email:

What is your connection with this referee?:

May we approach this referee prior to interview? Please specify yes or no:

**8. Available Starting Dates**

If selected, when will you be available to start the job?

This section will be separated from your application form and not necessarily made available to the interviewing panel, with panel members only being told information that is relevant to the interview process.

## **9. Guaranteed Interview Scheme**

SUSE is positive about supporting disabled people and those with a long-term health condition and will guarantee an interview to disabled applicants who meet the Essential Criteria for the job, listed in the Person Specification. You do not have to participate in this scheme.

Do you wish to be considered under the Guaranteed Interview Scheme?

Please specify yes or no:

## **10. Reasonable Adjustments for Interview**

**You do not have to give us any details of reasonable adjustments you’d prefer, but if you do not, SUSE cannot guarantee to provide the arrangements you need.**

Application Form – please tell us if there is anything you’d like SUSE to take into account when considering your application, for example a learning difficulty such as dyslexia:

Interview – please tell us if there are any reasonable adjustments you’d like if you are invited for an interview:

**Example Reasonable Adjustments:**

* Receive the interview questions in advance.
* Attend the interview with support.
* Require a BSL/ English Language interpreter.
* Additional time, or preferred time for the interview.
* Advice about assistive technology.

These are just some examples. We will consider any reasonable adjustment that you may need.

## **11. Submitting your Application**

Please return this application to SUSE by emailing [david@susescotland.scot](mailto:david@susescotland.scot)

If you would like to discuss this opportunity before completing your application you can contact the CEO of SUSE, David Cameron at [david@susescotland.scot](mailto:david@susescotland.scot)

**Please include the completed Equal Opportunities Monitoring Form with your application.**

### **11.1 Data Protection**

SUSE takes the security and privacy of your data seriously. We comply with our legal obligations under the Data Protection Act 2018 and the EU General Data Protection Regulations in respect of data privacy and security.

Our [Privacy Policy](https://www.suse.org.uk/privacy-policy/) details how we process and protect your personal data.

SUSE Office

1 Neasham Drive,

Kirkintilloch,

East Dunbartonshire,

G66 3FA

Telephone: 0141 777 5840

Email: [info@susescotland.scot](mailto:info@susescotland.scot)

****

 

Scottish Union of Supported Employment is a company limited by guarantee

Registered in Scotland No. SC213687 | Recognised as a Scottish Charity Reg No. SC027649