SCVO Application Form

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| Diversity, equity, inclusion and belonging statement |
| SCVO is committed to building an inclusive workforce of people with a wide range of backgrounds, perspectives and experiences.  That means a workforce that includes and values people of different age groups, socio-economic backgrounds, faith and beliefs. People who are trans, disabled, from minority ethnic backgrounds. People who identify as lesbian, gay or bisexual or another sexual orientation. We welcome applications from individuals from all communities particularly from people with disabilities and people from ethnic minority backgrounds, currently under-represented within SCVO. |

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| Privacy statement |
| We will only use the information you supply to us on this form to process your application and to produce anonymized recruitment statistics. Personal information about unsuccessful candidates will be held for six months after the recruitment exercise has been completed and then destroyed.  **If you are successful in your application to work for SCVO:**  Following our job offer we will contact your employment references using the details you provide on this application form. We will compile a file relating to your employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to your employment. Once your employment with SCVO has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it. |

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| **Post applied for** |  |
| **Where did you hear about the vacancy?** |  |

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| **Your details** | |
| **Full name** |  |
| **Address** |  |
| **Contact telephone number** |  |
| **E-mail address** |  |

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| **Work permits** |
| Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? **Yes**  **No** |

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| **Rehabilitation of Offenders Act** |
| Do you have any unspent criminal convictions? (declaration subject to the Rehabilitation of Offenders Act 1974) **Yes**  **No** |

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| **All candidates with a disability who meet the essential criteria for this post will be interviewed. If you have a disability, please let us know in the space below:** |
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| **SCVO will consider all requests for flexible working, part-time working and job sharing. Please state below the hours you are available to work.** |
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| **Declaration** |

**I consent to SCVO processing and holding the above data for the purposes stated in the above privacy statement. I declare that the information I have provided on this form is accurate and truthful.**

**Signature**

**Date**      /     /

Employment history

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| **Current or most recent employment** | |
| **Name of employer** |  |
| **Address of employer** |  |
| **Position held** |  |
| **Notice period** |  |

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| **Please give information about your current or most recent job – describe in particular your duties and achievements relating to the job description and person specification. Please use a continuation page if required.** |
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| **Organisation**  **name** | **Position** | **Responsibilities & achievements** |
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Personal statement

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| Use this section to explain how you meet the values, skills, experience, and knowledge for this role including:   * your previous experience (including any voluntary work, projects undertaken, study and membership of organisations ) * your personal qualities and values * why you want this job   Please refer to the values, skills, experience, and knowledge section in the job description to help you complete this. |
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Education & details of your referees (work and academic)

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| **Education**  Please list your qualifications. |
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| **Referees**  Please provide the contact details of two referees. Referee one should be from your most recent employer, volunteer opportunity or other relevant experience. | | |
|  | **Referee one** | **Referee two** |
| **Name** |  |  |
| **Position** |  |  |
| **Organisation** |  |  |
| **Address** |  |  |
| **Telephone No.** |  |  |
| **E-mail address** |  |  |
| **May we request a reference prior to interview?** | **YES**  **NO** | **YES**  **NO** |

Our short-listing panel only receive information relevant to the job that is being applied for. The personal information section is removed prior to the short-listing process. If you have any queries about SCVO’s recruitment and selection procedure or if you need to receive this form in an alternative format, please contact SCVO’s HR Team at [hr@scvo.scot](mailto:hr@scvo.scot)

Please return your completed application by 12 noon on the closing date. Late applications will not be accepted. All applications must be made using the SCVO application form. We recommend that you keep a copy of your application.

SCVO will contact you if you have been shortlisted for an interview. We will try to contact unsuccessful applicants, however sometimes this is not possible. If you do not hear from us within a few weeks of the closing date, please assume that you have not been shortlisted. Return your form to [recruitment@scvo.scot](mailto:recruitment@scvo.scot)