Application for Employment

**Only applications which address the job description and person specification will**  **be considered, please do not submit your CV.**

Return completed applications to Yvonne Rawlinson **yrawlinson@stepscotland.co.uk** or by post to Fatima Mohammed, LINKES, Community Rooms, 200 Lincoln Avenue, GLASGOW, G13 3PP.

The closing date to submit completed application forms is **Friday 8th August at 12pm noon.**

| **Position Applied for:** | Co-Director (job-share) |
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| **PERSONAL INFORMATION** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Full Name:** | | | | | |
| **Pro-nouns (for example, he/him, she/her, they/them)** | | | | | |
| **Address:** | | **Do you require a work permit to work in the UK?**  (please circle or highlight)  I am a U.K. or E.U. citizen and I do not need a work permit  I am not a U.K. or E.U. citizen and I already have a work permit  I am not a U.K. or E.U. citizen and I require a work permit | | | |
| **Postcode:** | |
| **Telephone:** | |
| **Mobile:** | |
| **E-mail:** | |
| **Do you consider yourself to have a disability?**  Yes No  If yes, do require any special arrangements to attend the interview? | | | | | |
| **EDUCATION & QUALIFICATIONS** | | | | | |
| **Secondary Education** | **Subject** | | **Grade** | **Date Awarded** | |
|  |  | |  |  | |
| **University/College Education if applicable** | **Subject** | | **Grade** | **Date Awarded** | |
|  |  | |  |  | |

| **EMPLOYMENT** | |
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| **Name of present or most recent employer:** | |
| **Job Title:** | **Current Salary:** |
| **Address:** | **Employed from/to:** |
| **Postcode:** | **Notice Required:** |
| **Brief description of main duties and responsibilities:** | |
| **How many days of absence through sickness have you incurred over the past year?**  0-10 11-20 21-30 ⁭31+ | |

| **Previous Employment**  (Please list in order - most recent first, excluding the above. Continue on a separate sheet if necessary.) | | | | |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name & Address of Employer** | **Job Title and Main Duties** | **Reason for Leaving** |
| **From:** | **To:** |
|  |  |  |  |  |
| **Have you ever been dismissed from employment for a reason other than redundancy?**  Yes No If yes, please provide details: | | | | |
| **RELEVANT SKILLS, EXPERIENCE AND ABILITIES** | | | | |
| Please provide examples of your paid or voluntary work, or other activities, which demonstrate your ability or aptitude to undertake the duties of the post. Please address the qualities outlined in the person specification. Continue on a separate sheet if necessary. | | | | |
| **EMPLOYMENT LEGISLATION** | | | | |
| **Equal Opportunities**  An appendix is enclosed with this application form which you are requested to complete. It is not compulsory. This information will be treated in the strictest confidence and will be used to monitor the effectiveness of LINKES’ Equality and Diversity Policy. Applicants should note that the Appendix is removed before the completed application is reviewed. | | | | |
| **Criminal Convictions**  The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made. | | | | |
| **Canvassing**  Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal. | | | | |
| **Asylum and Immigration Act 1996**  The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, birth or marriage certificate or P45. | | | | |

| **RELATIONSHIP TO STAFF MEMBERS OR BOARD OF DIRECTORS** |
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| If you are related to any board member, employee or anyone who has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details: |

| **REFERENCES** | |
| --- | --- |
| **Please provide details of two referees. One must be from your present or most recent employer.** | |
| Name:  Address:  Job Title:  Tel.:  E-mail:  Permission to seek reference prior to interview? ⁭Yes No | Name:  Address:  Relationship:  Tel.:  E-mail:  Permission to seek reference prior to interview? Yes No |

| **DECLARATION** |
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| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.  Signature Date |