

## JOB APPLICATION FORM

### SECTION A

**Section A is detached before shortlisting**

#### Personal Details

Name(s)		Surname	
Address			
Phone Number			
Email address			

#### Data Protection

The information provided by you on this form will be used to assist with the process of recruitment. Additionally, the data provided may be processed by Cyrenians for the purposes of equality monitoring and compiling statistics. We keep completed application forms for 12 months if unsuccessful, after which all information and correspondence will be deleted. If you are successful in your application, information provided may be transferred to your employee records.

**By submitting this application, you consent to Cyrenians processing your data in the way described above.**

#### Declaration

I declare that the information given in this form application is true and I understand that false or misleading information will lead to my exclusion from the selection process and may lead to dismissal in the event of appointment.

I understand that the post for which I am applying is subject to satisfactory references and Disclosure checks (if applicable).

**By submitting this application form you are agreeing to the above statements.**

**Where did you learn of this vacancy?** Choose an item.

If other, please specify:

## Eligibility to work in the UK

In order to apply for employment with Cyrenians, you must declare that you have the right to work in the United Kingdom and that, if successful, you will be able to provide the necessary documentation to demonstrate this. Please select from the drop-down list below the statement that applies to you:

**Please select from the following** - Choose an item.

If you hold a visa, please specify any restrictions, limitations or expiry date if applicable:

**Please note that we cannot provide sponsorship to work in the UK.**

## Equal Opportunities Monitoring Form

Cyrenians intends to ensure equality of opportunity. We welcome applications from all sectors of the community and regularly view our recruitment procedures to ensure our equal opportunities policy is being properly implemented.

We ask about Sexual Orientation and Religion to ensure compliance with the Employment Equality (Sexual Orientation) Regulations 2003 and Employment Equality (Religion and Belief) Regulations 2003, however your response is optional.

**If you choose not to complete this section, your application will not be affected.**

To select an option, click the text 'Choose an item' and a drop list will appear.

<b>Gender Identity</b>	Choose an item.
If other, please specify (optional)	
<b>Disability</b>	Choose an item.
If other, please specify (optional)	
<b>Age</b>	Choose an item.
<b>Ethnicity</b>	Choose an item.
If other, please specify (optional)	
<b>Sexual Orientation</b>	Choose an item.
If other, please specify (optional)	
<b>Faith</b>	Choose an item.
If other, please specify (optional)	

## SECTION B

Application ref: (for office use only)	
Job you are applying for:	<b>People Officer</b> (temporary cover)

Having read the job description, please answer the following questions, telling us why you are a good fit for the post. A typed or neat-hand written application is acceptable. Do not include a CV or other papers.

### Employment History

#### Current or most recent job

Employer			
Role / Job Title			
Dates employed	From		To (leave blank if current employer)
Key responsibilities (particularly those relevant to the post for which you are applying)			
Salary			
Reason for leaving (if applicable)			

## Previous jobs

List your previous jobs over at least the last 5 years. Provide a brief description of your relevant responsibilities.

<b>Employer</b>				
Role / Job Title				
Dates employed	From		To	
Relevant responsibilities				
Reason for leaving				

<b>Employer</b>				
Role / Job Title				
Dates employed	From		To	
Relevant responsibilities				
Reason for leaving				

<b>Employer</b>				
Role / Job Title				
Dates employed	From		To	
Relevant responsibilities				
Reason for leaving				

**Please add more sections if required by copying and pasting the text box above**

## Volunteering experience

Please add any relevant volunteering experience you have

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## Your Education, Training and Qualifications

List all educational, vocational & professional qualifications achieved:

Course / qualification	Level achieved

Please list any professional registrations and renewal dates (e.g. SSSC, nursing and midwifery council)
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## Values

Cyrenians values are very important to us. Our core values are **respect**, **compassion**, **integrity** and **innovation**.

Please outline here how you think your own personal values align with ours.

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## Supporting Statement

Using the person specification in the job description as a framework, please demonstrate your related skills and experience, explain why you are a suitable candidate for this post and why you want to work for Cyrenians.

If you don't have relevant specific evidence, please explain why you think you are the right person for the post.

Please limit your reply to no more than 500 words.

## References

Please give the names of two referees who you have worked closely with recently, **one of whom should be your present or most recent employer**. Please note, we cannot accept two references from the same employer.

Please advise your referees that we will be contacting them as part of our decision-making process. No offer of employment will be made without references.

	<b>Employment Referee</b> This should be your current or most recent employer	<b>Second Referee</b> This should be someone from a second organisation
Name		
Position		
Organisation		
Telephone number		
Email address		
How long have you known this referee?		
In what capacity?		
Can we contact them prior to interview?		

## Availability for interview

Please indicate any time preferences or availability considerations for the advertised interview date(s). This will help with arrangements if you are short-listed for interview.

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Please return your completed application form to [recruitment@cyrenians.scot](mailto:recruitment@cyrenians.scot).

If you have any problems with completing this form, or any queries we may help with, please let us know.