

 **Forth Valley Inclusion (SCIO)**

**Application Form** **Confidential**

**Please read the guidance notes provided before completing this form.**

**Personal Details**

|  |  |
| --- | --- |
| First Name:  | Surname:  |
| **Address:**  | **Work Tel:**  |
|  | **Home Tel:**  |
| **Post Code:**  | **Mobile:**  |
| **NI Number:**  | **Email:**  |

**References**

Please list two people who can comment on your suitability for this post, one must be your current or most recent employer.

|  |  |
| --- | --- |
| **NAME:**  | **NAME:**  |
| **ADDRESS:**  | **ADDRESS:** |
| **email:****How do you know this person?**  | **email:****How do you know this person?** |

**Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| Subjects Passed at Standard Grade/Higher | Year |  Subjects Passed and grade | Year |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| SVQ/NVQ or equivalents  | Level | Year |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| University/College | Degrees/Diploma | Year |
|  |  |  |

**Training Courses Attended**

|  |  |  |
| --- | --- | --- |
| Courses Attended | Duration | Year |
|  |  |  |

**Professional Membership**

|  |
| --- |
| *Please give details of any professional membership including grade of membership and registration date or current.*I |

**Employment History**

Present/Most Recent Post

|  |
| --- |
| Employer: |
| Post: |
| Date Appointed: |
| Date left/Notice Required: |

**Summary of Duties of Present/Most Recent Post**

|  |
| --- |
|  |

**Previous Employment**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | From | To | Title and Principal Duties of Post |
|  |  |
|  |  |  |  |
|  |  |
|  |  |
|  |  |

**Statement in Support of Application**

**This should include:**

Any skills knowledge and experience you feel you would bring to this post

Some indication of your familiarity with the main duties and responsibilities outlined in the job description

Where relevant to the role -confirmation of your flexibility regarding hours worked and working at 2 locations

DECLARATION

I declare that to the best of my knowledge and belief that the information given is correct and complete I understand that Forth Valley Inclusion reserves the right to withdraw this offer or to terminate employment, if the information given to support this application is inaccurate or misleading in any way.

Also any offer of employment is conditional upon receipt of satisfactory references and, if required by the employer any medical reports or disclosure checks.

**Signed**

**Date:**

Forth Valley Inclusion (SCIO)
Registered Address: c/o SBC-FLC 67 Murray Place Stirling FK81AU

Charity number SCO425

**REHABILITATION OF OFFENDERS ACT 1974**

Forth Valley Inclusion is committed to the welfare and protection of children and protected adults and has a duty to ensure the suitability of any individual who works or volunteers for Forth Valley Inclusion. To fulfil this duty, you are required to complete the following information having read the notes below.

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 you should declare all convictions including ‘spent convictions’.

 Self-Declaration Form for Regulated Work

It is the policy of Forth Valley Inclusion that anyone applying to do regular work with children and adults is required to complete a self-declaration form as part of the recruitment process.

Candidates are required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information.

Please note that any information you give in this form will be managed in the strictest confidence and in accordance with Forth Valley Inclusion Data Protection Policy.

Having a criminal record will not necessarily bar you from working with us. This will depend on the circumstances and background of any offences and the nature of the position. However please note, all information provided on this form must be true and correct. Forth Valley Inclusion reserve the right to consider relevant action if false statements become known during selection processes and/or employment, if and as applicable.

Completing the form:

**Your completed self-declaration form will only be seen by individuals in the organisation who have a responsibility for recruiting staff and volunteers.**

**Convictions and Cautions**
(please continue on a separate sheet, if necessary)

|  |
| --- |
| 1. Please give the date and details of the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
 |
| 1. Please give details of the reasons and circumstances that led to your offence(s).
 |
| 1. Has any other organisation(s) supported you to work through any of the above issues?
 |
| 1. Please give details of how you completed the sentence imposed,(for example did you pay your fine as required, what conditions were attached to your probation/community payback/supervised attendance order, did you comply with the requirements of your non-custodial sentence)?
 |
| 1. What have you learned from the experience?
 |

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

 **Declaration**

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
2. I agree to inform Forth Valley Justice if I am convicted of an offence while a member of staff/volunteer with the organisation. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the organisation and/or the termination of my services.
3. I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work for the organisation or the termination of my services.

**PRINT NAME:**  **Date:**