

**APPLICATION PACK**

Please email completed application pack to hello@mcfb.org.uk

**ROLE APPLIED FOR:**

**Project:**

**EMPLOYMENT DETAILS**

|  |
| --- |
| Name of last/Current Employer: |
| Organisation Address: |
| Job Title |  |
| Salary |  |
| Dates Employed | From |  | To |  |
| Brief Description of Duties: |

**RELEVANT PREVIOUS EXPERIENCE**

Please briefly tell us about any other relevant paid employment experience and or/ voluntary experience that relates to this role.

You do not need to add your employment history, you can simply add one or more roles that would support your application (maximum of 5).

|  |
| --- |
| Paid Employment |
| Employer | Role | Dates |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

You are welcome to tell us about any unpaid experience, but this is not required for the application. We value people’s unpaid experience and candidates’ applicable skills and will take them into consideration.

|  |
| --- |
| Unpaid Experience |
| Organisation/Activity | Role | Dates |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**QUALIFICATIONS & TRAINING**

Please list below relevant qualifications or key training courses completed. (use continuation sheet if necessary).

Within this section we recommend adding around 5 qualifications and courses you have completed that are relevant to the role. We have provided more space for those who need it.

|  |  |  |
| --- | --- | --- |
| Title of Qualification/Course | University/College/School/Organisation | Date Completed |
| 1.  |  |  |
| 2.  |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**LANGUAGES**

Do you speak any languages besides English? If so, which one(s)?

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|  |

**PERSONAL STATEMENT**

State below the qualities and experience that makes you a suitable applicant for this post.

Please ensure your statement demonstrates how your skills and experience address the criteria laid out in the PERSON SPECIFICATION. Prompts are noted below.

Where possible, your personal statement should be no longer than one page of A4.

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**EQUALITIES & INCLUSION**

At MCFB we strive to be an inclusive and welcoming organisation for young people, staff, volunteers and our partners.

We take steps to ensure we do not discriminate on the grounds of age, race, sexual orientation, transgender identity, sex, disability, marriage and civil partnership, religion or belief, pregnancy or maternity; and specifically consider the needs of those that live in poverty, carers, and care experienced young people.

Our building is accessible on the ground floor. We also have family-friendly policies and flexible working arrangements, and seek to welcome and include employees and volunteers with families.

**REASONABLE ADJUSTMENTS**

We want to ensure applicants can perform at their best throughout all stages of the recruitment process.

Please use box below to make us aware of any reasonable adjustments you’d like to request to support you in this process. While we may not have the infrastructure or technology to fulfill all requests, we will do our best to accommodate as we can.

If you are offered an interview, you will receive more information on the location, panel, and process to make it easier to know what additional adjustments you might need.

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**How did you hear about us?**

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**CONFIDENTIAL**

**Personal Details, References, and Equality Monitoring Form**

The following pages which include personal details such as name, address and age are removed from this application form during the assessment process.

This is to ensure that your application will be short-listed solely based on your experience, skills & qualifications relevant to the above post.

|  |  |
| --- | --- |
| Position Applied For |  |
| Full Name |  |
| Home Address |  |
| Postcode |  |
| Email Address |  |
| Telephone No |  |
| Date of Birth |  |

Please give the names and contact details of two referees who know you well & can provide reliable information about your experience/skills/qualifications which make you suitable for the post. One of the two must be your current or last employer. Ideally we will be able to reach out to at least one reference prior to interview.

References

|  |  |
| --- | --- |
| Reference 1: | Reference 2: |
| Name |  | Name |  |
| Address |  | Address |  |
| Email Address |  | Email Address |  |
| Contact Number |  | Contact Number |  |
| Occupation |  | Occupation |  |
| Relationship to you |  | Relationship to you |  |
| May we approach before interview? | Yes | No | May we approach before interview? | Yes | No |

**Equality Monitoring Form**

Multi-Cultural Family Base is committed to developing positive practice, promoting equality of opportunity and preventing unlawful discrimination. The information provided on this form will be used strictly for monitoring purposes to ensure our Equality and Diversity policy is being implemented. **It will play no part in the selection process.**

Please highlight or bold the answer to the following questions. If you do not wish to respond, please choose the answer “Prefer not to say”.

|  |
| --- |
| Gender |
| Female | Male | Other (*any non-binary identity please state*): | Prefer not to say |

|  |
| --- |
| **Do you consider yourself to be trans, or have a trans history?** (Trans is an umbrella term to describe people whose gender is not the same as the sex they were assigned at birth) |
| Yes | No | Prefer not to say |

|  |
| --- |
| **Age** |
| 16-24 | 25-29 | 30-34 | 35-39 | 40-44 |
| 45-49 | 50-54 | 55-59 | 60-64 | Prefer not to say |

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| --- |
| **Ethnicity:** All of the categories follow the Scottish 2021 Census. Please choose one section from A to F and then bold or highlight which best describes your ethnic group or background. You have an option not to say as well.  |
| 1. **White**
 |
| Scottish | Other British | Irish  | Polish |
| Gypsy / Traveller | Roma | Showman/Showwoman | Other white ethnic group, please write in |
| 1. **Mixed or Multiple Ethnic Groups**
 |
| Any mixed or multiple ethnic groups, please write in  |
| 1. **Asian, Scottish Asian or British Asian**
 |
| Pakistani, Scottish Pakistani, or British Pakistani | Indian, Scottish Indian, or British Indian | Bangladeshi, Scottish Bangladeshi, or British Bangladeshi | Chinese, Scottish Chinese, or British Chinese |
| Other, please write in |
| 1. **African, Scottish African or British African**
 |
| Please write in (for example, Nigerian, Somali) |
| 1. **Caribbean or Black**
 |
| Please write in (for example, Scottish Caribbean, Black Scottish) |
| 1. **Other ethnic group**
 |
| Arab, Scottish Arab or British Arab | Other, please write in (for example, Sikh, Jewish) |
| 1. **Prefer not to say**
 |

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| **Disability:** (do you consider yourself to have a physical or mental impairment that has a substantial long-term effect on your ability to undertake day to day tasks) |
| Yes | No | Prefer not to say |

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| --- |
| **Sexual Orientation:**  |
| Straight/Heterosexual | Gay or Lesbian |
| Bisexual | Other sexual orientation, please write in |

|  |
| --- |
| **Religion:** All of the categories follow the Scottish 2021 Census |
| None | Church of Scotland | Roman Catholic | Other Christian, please write in |
| Muslim, write in denomination or school | Hindu | Buddhist | Sikh |
| Jewish | Pagan | Another religion or body, please write in | Prefer not to say |

|  |
| --- |
| **What is your preferred working pattern?**  |
| None | Flexi-time | Staggered hours  | Term-time hours |
| Annualised hours | Job-share | Flexible shifts  | Compressed hours |
| Homeworking | Other, please state | Prefer not to say |  |

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| --- |
| **Do you have caring responsibilities?** If yes, please highlight all that apply |
| None | Primary carer of a child/children (under 18) | Primary carer of disabled child/children | Primary carer of disabled adult (18 and over) |
| Primary carer of older person | Secondary carer (Another person carries out the main caring role) | Prefer not to say |  |

**Thank you for completing this form**

**THANK YOU!**

Thank you for applying for a post at Multi-Cultural Family Base.

If you have any informal queries, please email hello@mcfb.org.uk or call 0131 467 7052.

CHECK LIST

Please complete and send complete the following documents marked **CONFIDENTIAL** by email to hello@mcfb.org.uk

❑ THIS APPLICATION PACK

Please note, if you are offered employment by MCFB, you will be asked to undergo a basic disclosure check under the Protecting Vulnerable Groups (PVG) scheme.

Equal Opportunities Forms are in the application pack for ease of application but are removed before the shortlisting process. These forms are used to reflect our organisation’s practice and ambition to be an inclusive organisation for all.

If you have any questions or require any additional adjustments to support this application process, do not hesitate to get in touch. Good luck with your application. We look forward to reading it.

Best Wishes,

**Ethelinda Lashley-Scott (Chief Executive Officer)**

**Multi-Cultural Family Base (MCFB)**

[www.mcfb.org.uk](http://www.mcfb.org.uk)

### **Privacy Notice**

**Purpose and Legal Basis for Processing**

Our purpose for processing this information is to assess your suitability for a role you have applied for.

The legal basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract. The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnic information is article 9(2)(b) of the GDPR, which also relates to our obligations in employment and the safeguarding of your fundamental rights and article 9(2)(h) for assessing your work capacity as an employee. And Schedule 1 part 1(1) and (2)(a) and (b) of the DPA2018 which relates to processing for employment, the assessment of your working capacity and preventative or occupational medicine.

**What we do with the information you provide?**

We will use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary. We will not share any of the information you provide with any third parties for marketing purposes. We will use the contact details you give us to contact you to progress your application and will use the other information you provide to assess your suitability for the role.

**What information do we ask for and why?**

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary. The information we ask for is used to assess your suitability for employment. You do not have to provide the information, but it may affect our ability to process your application properly (or at all).

**Application Stage:** We ask you for your personal details including name and contact details. We will also ask you about previous experience, education, referees and for answers to questions relevant to the role. That information will be available to MCFB staff involved in assessing your suitability for the role you apply for.

You will also be asked to provide equal opportunities information. This is not mandatory – if you don’t provide it, it won’t affect your application. Any information you provide will be used to produce and monitor equal opportunities statistics.

**Assessment Stage:** We may ask you to attend an interview and complete an assignment or a combination of these. Information will be generated by you and by us. For example, you might complete a written assignment, or we might take interview notes. This information is held by us.

If you are unsuccessful after assessment for the role, we may ask if you would like your details retained for future opportunities. If you say yes, we will proactively contact you should any further suitable vacancies arise.

**Offer of Employment:** If we make a conditional offer of employment, we’ll ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity and reliability. We will ask you to provide some (or all) of the following and we may take copies:

• proof of your identity – you will be asked to attend our office with original documents

• proof of your qualifications – you will be asked to attend our office with original documents

• a criminal records declaration to declare any unspent convictions

• we will contact your referees, using the details you provide in your application. If we make a final offer, we will also ask you for the following:

• bank details – to process salary payments

• emergency contact details – so we know who to contact in case you have an emergency at work.

After Start Date: MCFB’s Conduct and Standard Policy requires all staff to declare if they have any potential conflicts of interest. If you share information on this, the information will be held on your personnel file. You will also need to declare any secondary employment.

How long do we keep information? If your application is not successful, we will hold your personal information for six months at which point we will delete it, unless you ask us to hold it for consideration for future opportunities. If you are successful in your application and take up a contract of employment with us, we will hold your information for the duration of your employment with us plus six years unless we have a legal obligation to hold your information for a longer period.

Your Rights

As a data subject, you have a number of rights. You can:

• access and obtain a copy of your data on request

• require the organisation to change incorrect or incomplete data

• require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing

• and object to the processing of your data where MCFB is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Ethelinda Lashley-Scott (Chief Executive Officer) via ethelinda.lashley-scott@mcfb.org.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

How we protect your data and use data processors? The Junction takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties We use several processors to provide elements of our recruitment service for us. We use SharePoint from Microsoft to provide our email system and cloud storage. Some details relating to your application will be held within SharePoint If we employ you, relevant details about you will be provided to third parties, such as SCVO that process our payroll. Full details are given upon commencement of employment.

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