

Application for Employment

To request a copy of this application pack in an alternative format, phone

0131 475 2600 or email recruitment@intowork.org.uk

Completing this application form:

You may complete the application form in type or ink.

You should refer to the Job Description and Person Specification for this post to help compile your application.

Please ensure that you fully complete all sections of the form. You may add sheets if you need extra space to record your responses. We will not accept CVs or partially completed application forms.

You do not need to sign the declaration if you submit your application via email. However, you will be required to sign a copy of your application form if you are given the role.

Submitting this application form:

The closing date for completed applications is Monday 18th August 2025 at 9am.

Your completed application form must be received at recruitment@intowork.org.uk by this closing date and time.

Applications received after the cut-off date and time will not be passed to the short-listing panel. Into Work does not accept responsibility for delays in IT servers. You are therefore strongly advised to ensure that you submit your application in good time.

Shortlisting

You are expected to address all the points listed on the Person Specification on your application form.

The short-listing panel will then assess applications against the criteria listed in the Person Specification. They will consider ‘essential’ criteria in the first instance but may also consider ‘desirable’ criteria if there is a high volume of applicants with similar assessments.

Into Work operates an optional ‘guaranteed interview’ scheme for disabled applicants, neurodivergent applicants or those with a long-term health condition who wish to participate. However, there is no obligation to do so.

The scheme guarantees an interview to disabled applicants, neurodivergent applicants or those with a long-term health condition who demonstrate on their application form that they meet the minimum criteria for a vacancy. This means meeting the ‘essential’ criteria listed on the Person Specification.

Applicants should indicate that they wish to participate in Section A of the application form.

Interviews

Interviews will take place at Norton Park, 57 Albion Road, Edinburgh, EH7 5QY and will be held on either Tuesday 26th August or Wednesday 27th August.

If you are shortlisted for an interview, we will contact you by the method that you indicate on Section A of the application form.

The Recruitment Panel may decide to invite some applicants to a second interview. The date and time of this appointment will be arranged with the appropriate applicants.

We will advise applicants of the outcome of their interview by email.

The base for this role is Norton Park, 57 Albion Road. Edinburgh. The successful applicant will be based at our office in Norton Park, Edinburgh, however an element of hybrid working can be agreed.

Adjustments for interview if you are a disabled person, neurodivergent person or have a long-term health condition.

You are entitled to ask for reasonable adjustments for taking part in a job interview. The purpose of this is not to give disabled people an advantage, but to level the playing field.

This includes any tasks that may be given as part of the process. For example:

* An applicant with anxiety asks to take notes into the interview.
* An interview slot is moved to later in the day for an applicant who has drowsiness from medication in the morning.
* An applicant with dyslexia can take their own laptop into the pre-interview task to enable them to use their Text Help software to check their spelling and similar sounding words.
* An applicant with a stammer is given extra time for their interview.

Applicant Costs

Into Work is not able to pay relocation costs.

Into Work does not pay general costs, such as refreshments, incurred by applicants attending an interview, or travel costs out with Edinburgh and the Lothians. However, we will reimburse bus or standard train fares within our operating area of Edinburgh, East Lothian and Midlothian.

Right To Work in the UK

While we are committed to equality of opportunity for all applicants, Into Work is only able to offer a contract of employment to candidates who can provide evidence that they are eligible to work in the UK.

Criminal Record Check

This post may involve working with vulnerable adults. The post-holder may be required to undertake relevant disclosure checks before employment can commence.

Reasonable Adjustments in Work for disabled people/neurodivergent people/people with a health condition

If your application is successful and you require us to make reasonable adjustments, we will discuss with you the best way to achieve this for you to be able to do the tasks identified in the Job Description. We would welcome your ideas and involvement with this.

Into Work is happy to provide constructive telephone feedback to disabled applicants, neurodivergent applicants or applicants with a long-term health condition.

Application Form - Section A

The short-listing and recruitment panel will not have access to section A during the short-listing process.

Personal Details

|  |  |
| --- | --- |
| First name: Click here to enter text. | Surname: Click here to enter text. |
| Home Address:  | Click here to enter text. |
| Contact telephone number: Click here to enter text. |
| Contact email address: Click here to enter text. |

|  |
| --- |
| Are you an existing member of the Protection of Vulnerable Groups (PVG) Schemes? |
| Children’s list |  [ ]  | Adult’s list |[ ]  Both [ ]  |  Not a member [ ]  |

Interviews

If you are selected for interview, we will contact you to confirm arrangements. Please indicate your preferred method of contact here.

|  |  |
| --- | --- |
| Email address or phone number: | Click here to enter text. |

Interviews are expected to last for approximately 45-60 minutes and will be held on August 26th and 27th.

Please indicate your preferred interview date here.

|  |  |
| --- | --- |
| Preferred date(s) | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| Do you consider yourself disabled, neurodivergent or to have a long-term health condition? | Yes [ ]  | No [ ]  |
| Nature of disability or health condition | Click here to enter text. |
| Would you like your application to be considered under the Into Work guaranteed interview scheme for disabled people, neurodivergent people or those with a long-term health condition, who demonstrate on their application form that they meet the minimum criteria for the job? | Yes [ ]  | No [ ]  |
| Please give details of any reasonable adjustments that you would like the short-listing panel to consider when your application form is assessed. |
| Click here to enter text. |
| Please give details of any reasonable adjustments that you require if you are selected for interview. You are not obliged to provide us with any information regarding special arrangements. However, if you do not do so now, we cannot guarantee to provide the arrangements that you need. |
| Click here to enter text. |

|  |
| --- |
| Where did you find out about this job? |
| Click here to enter text. |

|  |
| --- |
| Please enter your preferred working hours or working pattern. |
| Click here to enter text. |

References

|  |
| --- |
| All appointments are subject to satisfactory references. Please give contact details for two people who can comment on your suitability for this post. We will not contact referees before interviews**.**  |
| First Referee:Present or most recent employer | Second Referee:  |
| Name:  |  | Name:  |  |
| Position:  |  | Position:  |  |
| Organisation:  |  | Organisation:  |  |
| Address:  |  | Address:  |  |
| Telephone:  |  | Telephone:  |  |
| Email:  |  | Email:  |  |
| Relationship:  |  | Relationship:  |  |

Declaration

If you are submitting this application via email, you do not need to sign the declaration now. If you are invited to an interview, you will be required to sign a copy of this form before the interview begins.

If you are submitting this application via post or by hand, you should sign the declaration now.

|  |  |
| --- | --- |
| I confirm that to the best of my knowledge the information given in this application for employment with Into Work is true and correct. It may be treated as part of any subsequent contract of employment.  | Text  Description automatically generated with low confidence |
| Signature: | Date: |

Application Form - Section B

This section of your application will be assessed by the short-listing and recruitment panel. They will not see Section A of this form or any of your personal details during the short-listing process.

The panel will not consider any other documents, such as a CV, that you submit with your application.

Current or most recent employment

|  |  |
| --- | --- |
| Job title:  |  |
| Employer:  |  |
| Address:  |  |
| Start date: | Click here to enter text. | Leaving date / Notice required | Click here to enter text. |
| Reason for leaving:  | Click here to enter text. |
| Summary of your main duties and responsibilities in the above job: |

Previous employment

|  |  |
| --- | --- |
| Job title:  |   |
| Employer:  |   |
| Employed from date: |   | Leaving date: |   |
| Summary of duties:  |   |
| Reason for leaving: | Click here to enter text. |

|  |  |
| --- | --- |
| Job title:  | Click here to enter text. |
| Employer:  | Click here to enter text. |
| Employed from date: | Click here to enter text. | Leaving date: | Click here to enter text. |
| Summary of duties:  | Click here to enter text. |
| Reason for leaving: | Click here to enter text. |

Education and Training

|  |  |  |
| --- | --- | --- |
| School, College, University | Qualification / Subject (s) | Date (s) |
|  |  |  |
|  |  |  |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

Other relevant experience

|  |
| --- |
| Please tell us about voluntary work, projects undertaken, membership of organisations, training courses and any other experience relevant to the post. |
| Click here to enter text. |

Reason for application

|  |
| --- |
| Please tell us why you have made the application for this post at Into Work. |
| Click here to enter text. |

Abilities, experience, skills, and achievements

|  |
| --- |
| Use this main section to explain how your previous experience, abilities, skills and achievements would enable you to meet the requirements of this post. Please address each of the criteria in the Person Specification separately, giving examples where appropriate. You may continue on additional sheets if required. |
|  |
| Return this form torecruitment@intowork.org.uk  |