

**Scottish Commission for People with Learning Disabilities**

**Application Form** (to be completed in black ink or type)

Please return the completed application to:

Recruitment

SCLD

77 Renfrew Street

Glasgow

G2 3BZ

Or [recruitment@scld.co.uk](mailto:recruitment@scld.co.uk)

Closing date for applications is **Midnight Monday 15th September 2025.**

If you are disabled and your disability makes it difficult for you to apply for the post by completing this application form, you may submit your application by audio or video. If you wish to explore applying for the post in an alternative way because of your disability, please email [recruitment@scld.co.uk](mailto:recruitment@scld.co.uk) or Tel: 0141 248 3733.

|  |  |
| --- | --- |
| Post applied for: | Network and Events Officer – 21 hours  Administration and Compliance Officer – 21 hours  Please highlight post applied for. |

**Personal details**

|  |  |
| --- | --- |
| Preferred title |  |
| Surnames (s) |  |
| Forenames (s) |  |
| Address |  |
| Postcode |  |
| Telephone No |  |
| Email address |  |

**Employment history**

Please list all relevant paid and non-paid work (use continuation sheet if necessary). Please list in order, starting with most recent post and work backwards.

Current employment

|  |  |
| --- | --- |
| Name and address of  employer/organisation |  |
| Employed from |  |
| Employed to |  |
| Job title |  |
| Description of key duties and responsibilities |  |
| Present salary |  |
| Reason for seeking other  employment |  |
| Notice period |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address of  employer/organisation | From | To | Job title and description of key duties and responsibilities | Reason for leaving |
|  |  |  |  |  |

**Education/training courses (including membership of professional bodies)**

Please list in order, starting with most recent first.

Further/Higher education

|  |  |  |  |
| --- | --- | --- | --- |
| Dates  attended | Name of establishment | Course taken | Qualifications gained |
|  |  |  |  |

**Supporting statement**

|  |
| --- |
| In no more than 500 words state below your reason for applying for the post and the qualities and experience you consider make you a suitable applicant. Please refer to the Job Description. |
|  |

**Rehabilitation of offenders act 1974**

You will be required to complete a Protecting Vulnerable Groups (PVG) scheme application. Information can be found at [www.mygov.scot/pvg-scheme](http://www.mygov.scot/pvg-scheme)

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any cautions or convictions, whether spent or unspent, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

If you have no such cautions or convictions, please specify “No”. If you do have any such cautions or convictions, please provide details.

|  |  |
| --- | --- |
| Do you have any unspent conditional cautions or unspent convictions under the Rehabilitation of Offenders Act 1974? | Yes/No |
| If yes, please give full details. |  |
| Do you have any spent adult cautions (simple or conditional) or spent convictions that are not protected cautions or convictions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975? If you have no such cautions or convictions, please specify “No”. If you do have any such cautions or convictions, please provide details. | Yes/No |
| If yes, please give full details. |  |

**Miscellaneous**

|  |  |
| --- | --- |
| If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview and to otherwise participate in the recruitment and selection process (this enables us to comply with our obligations under the Equality Act 2010). | Yes/No |
| If yes please specify | |
| Do you have a current and clean driving licence? | Yes/No |
| Do you have the right to take up employment in the UK?  If no, please provide further details | Yes/No |
| Please state any dates on which you will not be available for interview. |  |
| Where did you see the post advertised? |  |

**References**

Please provide two references, one must be your present or more recent employer. The other can be a previous employer or contemporary.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company name |  |
| Address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| Your connection to this reference |  |

May we obtain this reference prior to interview? Yes/No

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company name |  |
| Address (including postcode) |  |
| Telephone number |  |
| Email address |  |
| Your connection to this reference |  |

May we obtain this reference prior to interview? Yes/No

**Declaration**

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed.

SCLD will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which has been made available for you to download from its website as part of this recruitment campaign. SCLD will only process your personal data where it has a lawful basis for such processing.

|  |  |
| --- | --- |
| Signed: |  |
| Date: |  |

**Thank you**