Logo, company name

Description automatically generated

**CONFIDENTIAL**

**Who Cares? Scotland**

**Application for Employment**

When complete, this form (along with the separate equality monitoring form) can be submitted as a Word document by email attachment and sent to: [**jobs@whocaresscotland.org**](mailto:jobs@whocaresscotland.org)

|  |  |  |  |
| --- | --- | --- | --- |
| 1) VACANCY DETAILS | | | |
| Job Title | |  | |
| How did you find out about this vacancy? | |  | |
| **2) PERSONAL DETAILS** | | | |
| Title |  |  | |
| Surname |  | N.I. Number |  |
| Forename |  | Tel. Home |  |
| Address |  | Tel. Business |  |
|  | Tel. Mobile |  |
|  | E-Mail Address |  |
| Postcode |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 3) DECLARATION  I certify that all information contained in this form is true and correct to the best of my knowledge. I realise that false information or omission may lead to withdrawal of any offer, or dismissal.  By completing your name below and emailing the application form, this will be accepted as your signature. | | | |
| **SIGNATURE** |  | **DATE** |  |

**4) SECONDARY EDUCATION**

Please add more rows as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Examining Body**  (e.g. SQA) | **Subject / Module** | **Level**  (e.g. Higher, Nat 5) | **Grade Awarded** | **Date Awarded** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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**5) FURTHER AND HIGHER EDUCATION**

Please add more rows as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College or University** | **Dates** | | **Full or Part-time** | **Qualification Gained**  (State Subject and Grade Awarded) |
| **FROM** | **TO** |
|  |  |  |  |  |
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| --- | --- | --- | --- |
| **6) CURRENT EMPLOYMENT** | | | |
| Name of Employer |  | Job Title |  |
| Employer’s Address |  | Start date |  |
| Current Salary |  |
|  | Salary Scale |  |
|  | Other Benefits |  |
| Main Duties and Responsibilities | | | |
|  | | | |
| Period of Notice |  | | |
| Reasons for wishing to leave current job | | | |
|  | | | |

**7) PREVIOUS EMPLOYMENT**

Please copy the table to continue on separate sheet if necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Employer** | **Job Title** | **Dates** | | **Full or Part-time** |
| **FROM** | **TO** |
| 1) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |
| 2) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |
| 3) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |
| 4) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |
| 5) |  |  |  |  |
| **Duties undertaken:** | | | | |
| **Reason for leaving:** | | | | |

**8) DETAILS OF VOLUNTARY EXPERIENCE**

Please add more rows as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Role** | **Dates** | | **Duties Undertaken** |
| **FROM** | **TO** |
|  |  |  |  |  |
|  |  |  |  |  |
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**9) DETAILS OF FORMAL TRAINING OR APPRENTICESHIPS**

Please add more rows as necessary

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Dates** | | **Full or Part-time** | **Qualification Gained** |
| **FROM** | **TO** |
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**10) DETAILS OF RELEVANT PROFESSIONAL DEVELOPMENT**

Please add more rows as necessary

|  |  |  |
| --- | --- | --- |
| **Dates** | | **Details of Continued Professional Development** |
| **FROM** | **TO** |
|  |  |  |
|  |  |  |
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| --- |
| **11) FURTHER INFORMATION – Personal statement**  Please state why you are applying for this position and outline how you meet the specific requirements of the job description and person specification, including the skills, experience and achievements you bring to this post.  (**MAXIMUM 1000 words**). Please continue on further sheets as necessary. |
|  |

|  |  |
| --- | --- |
| 12) DRIVING LICENSE |  |
| Do you have a full driving license and access to a car for the purposes of work? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 13) REFERENCES  Please give the names, contact details and job titles of three referees who know you in a professional capacity. One of these referees should be your current or most recent employer. A request not to contact this referee in the first instance will be respected, however it should be noted that a reference from this source will be requested if you verbally or in-writing accept a job offer with Who Cares? Scotland. | | | | |
| 1) | Name: |  | Designation: |  |
|  | Address: |  | Tel. No: |  |
|  |  | Email: |  |
|  | In what capacity does this referee know you? |  | Do not contact prior to interview: |  |
| 2) | Name: |  | Designation: |  |
|  | Address: |  | Tel. No: |  |
|  |  | Email: |  |
|  | In what capacity does this referee know you? |  | Do not contact prior to interview: |  |
| 3) | Name: |  | Designation: |  |
|  | Address: |  | Tel. No: |  |
|  |  | Email: |  |
|  | In what capacity does this referee know you? |  | Do not contact prior to interview: |  |

14) DATA PROTECTION

The information provided by you in this Application for Employment will be used for the purposes of considering your application for employment and monitoring the recruitment process. If your application is successful, we will process your information for the purpose of facilitating your employment with Who Cares? Scotland, including the sharing of information with external partners for the purposes of processing Company benefits (including pensions and insurance). The information you provide will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than a year. You have the right to access the information that Who Cares? Scotland holds on you. If you would like to do this, please email [mydata@whocaresscotland.org](mailto:mydata@whocaresscotland.org)

15) CRIMINAL CONVICTION DECLARATION

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) applies to all posts within Who Cares? Scotland where staff may be expected to work in positions where they have substantial contact with vulnerable groups of people.

If appointed to such a post, you will be required to complete a Protection of Vulnerable Groups (PVG) Scheme Application. If you have no previous convictions, pending sentences or outstanding charges to declare, please go to Section 15 and sign the declaration form.

If you have any spent or unspent convictions, pending sentences or outstanding charges to declare, please provide details below. You are not obligated to detail spent convictions. If you require further information on the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended), please log onto <https://www.mygov.scot/organisations/disclosure-scotland/>

|  |  |
| --- | --- |
| **SPENT / UNSPENT CONVICTIONS** | **DETAILS** |
| When did the offences take place? |  |
| What were you charged with? |  |
| What sentence did you receive? |  |
| Please give details of the reasons and circumstances that led to your offence(s) |  |
| What have you learned from the experience? |  |
| Please give details of how you completed the sentence |  |
| **PENDING COURT APPEARANCES / OUTSTANDING CHARGES** | **DETAILS** |
| Please state what you have been charged with and when you are due to appear in court. |  |

Please note that any declaration made in section 15 will NOT be used in the interview selection process.