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**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)

Only 'Part 4-16' of this form will be made available to short-listing panels. Parts 1-16 would then be used by the interviewing panel if you are selected for interview.

|  |  |
| --- | --- |
| 1) VACANCY DETAILS | |
| Job Title |  |
| How did you find out about this vacancy? |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2) PERSONAL DETAILS** | | | |
| Surname |  | Address |  |
| Forename |  |  |  |
| Tel. Home |  |  |
| Tel. Mobile |  |  |
| E-Mail Address |  | Postcode |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 3) DECLARATION  I certify that all information contained in this form from section 1-16 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) DISABILITY  The Equality Act 2010 defines disability as follows: “any physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day to day activities”. Who Cares? Scotland operates an Interview Guarantee Scheme for disabled candidates, which means that if you have a disability, and meet the minimum criteria outlined within the person specification, you will be guaranteed an interview. However, some disabled people prefer not to take this option, so please indicate your preference if you are a disabled candidate.  Do you want to participate in the Disability jobs guarantee scheme? **YES/NO** (Delete as appropriate.)  Please specify any special requirements you require if attending for interview, e.g. Induction Loop, Wheelchair Access, Signer   |  | | --- | |  |   5) CARE EXPERIENCE  Who Cares? Scotland operates an Interview Guarantee Scheme for Care Experienced candidates, which means that if you are care experienced, by which we mean if you are or have ever been in foster care, residential care, kinship care or been looked after at home, and meet the minimum criteria outlined within the person specification, you will be guaranteed an interview. However, some care experienced people prefer not to take this option, so please indicate your preference if you are a care experienced candidate.  Do you want to participate in the Care Experienced jobs guarantee scheme? **YES/NO** (Delete as appropriate.)  **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** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**9) DETAILS OF TRAINING, PROFESSIONAL DEVELOPMENT, REGULATORY BODY**

Please add more rows as necessary

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic/Subject** | **Dates** | | **Qualification/Award Gained (if known)/Regulatory Body** |
| **FROM** | **TO** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **10) QUALIFICATIONS/EDUCATION ACHIEVED**  Please include secondary, further, and higher education  Please add more rows as necessary   |  |  |  |  | | --- | --- | --- | --- | | **Qualification Subject / Module** | **Qualification Level**  (e.g. Masters, Post-grad, Under-grad, Higher, HND, HNC, Nat 5-1, A Levels, other) | **Grade Awarded**  **(if known)** | **Date Awarded** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   11**) QUALIFICATION CURRENTLY STUDYING/ WORKING TOWARDS**  Please add more rows as necessary   |  |  |  |  | | --- | --- | --- | --- | | **Qualification Subject / Module** | **Qualification Level**  (e.g. Masters, Post-grad, Under-grad, Higher, HND, HNC, Nat 5-1, A Levels, other) | **Qualification Grade** | | | **Grade Anticipated** | **Date**  **Anticipated** | |  |  |  |  | |  |  |  |  |   **12) 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, knowledge, and achievements you bring to this post.  (**MAXIMUM 1000 words**). Please continue on further sheets as necessary. | | | | |
|  | | | | |

|  |  |
| --- | --- |
| 13) DRIVING LICENSE |  |
| Do you have a full driving license and access to a car for the purposes of work? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 14) 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: |  |

15) 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)

16) CRIMINAL CONVICTION DECLARATION

Given the nature of the work carried out by Who Cares? Scotland, the majority of posts are exempt from the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended).

If appointed to such a post, you will be required to complete a Protection of Vulnerable Groups (PVG) Scheme Application.

Please declare all convictions, spent or unspent as these may appear on any Disclosure check that we carry out. Previous convictions do not preclude you from working for Who Cares? Scotland, however, the nature of previous convictions might impact on which roles you can carry out.

I declare that I have: (a) No previous convictions – YES/NO (Delete as appropriate. If Yes, continue to (b))

(b) Previous convictions – details of which are:

|  |  |
| --- | --- |
| **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 16 will NOT be used in the interview selection process.