Application for Employment

CONFIDENTIAL

Please complete all sections of the form and return to jobs@thepromise.scot. If you have any problems completing or returning the form electronically please do not hesitate to contact us by e-mailing jobs@thepromise.scot

**The first three pages of the application form will be detached and will not be used in the shortlisting process.**

The first page will only be reattached to the main application form after shortlisting has taken place and shared with the interview panel. The interview panel will not see page 2 and 3 until after the interviews. This is to ensure that candidates are not discriminated against as a result of any information supplied.

|  |
| --- |
| **Vacancy Details** |
| Application for the post of:  |
| How did you find out about this vacancy? |
| **Personal Information** |
| First Name:  | Last Name:  |
| How do you wish to be addressed:  |
| Home Address (*including postcode)*: |
| Tel. numbers  | Daytime:  | Evening:  |
| Email address |  |

|  |
| --- |
| **Declaration** |
| [ ]  By ticking this box, you confirm that the information you have given on this form is correct and that you know that any misleading statements may result in your dismissal if they become known after appointment.[ ]  By ticking this box, you consent to the above data and all information provided in this application being held and processed for the sole purpose of recruitment and selection within The Promise Scotland and retained for a period of up to six months from the interview date. |

|  |
| --- |
| **Eligibility to work in the UK** |
| Do you need a work permit to work in the UK? (Please delete as appropriate)**YES/NO** All successful candidates are required to provide proof of eligibility to work in the UK. |

|  |
| --- |
| **Guaranteed Interview Scheme** |
| **This section is for your information only, to make you aware of our guaranteed interview scheme. It is not necessary to provide any of the following details when completing the application form, and it is your choice whether to do so or not.** **If you do choose to share this information, it is used only in the application process and is not seen by interview panel members, or any other member of staff at The Promise Scotland. Other staff will only ever become aware if it is something you choose to share.**The Promise Scotland is committed to a policy of equal opportunities for all applicants and staff and will guarantee an interview to all applicants who meet the job purpose essential criteria and identify as being disabled and/or care experienced.If you consider yourself to be care experienced, you are strongly welcomed and encouraged to apply to work with The Promise Scotland. The Promise Scotland recognises that for some, ‘care experience’ is an identity definition that is meaningful and helpful as an understanding of personal identity, whilst for others it feels stigmatising or ‘othering’. The Promise Scotland believes in an expansive and holistic understanding of ‘care experience’ that includes all the various settings and experiences of care and supports a broad and diverse understanding of care experience, to ensure a collective recognition that care represents a part of all Scotland’s communities.**If you identify as being disabled and/or care experienced and would like to be considered as part of the guaranteed interview scheme, please indicate that here:** **YES/NO**Specific RequirementsShould you be invited to interview, we wish to ensure that all facilities necessary to enable you to participate fully in the interview and pre-interview test are available to you. We will ask you if you have any specific requirements – for example, a sign language interpreter, induction loop, computer equipment/software. If you wish to discuss your requirements or share details with us please do not hesitate to contact jobs@thepromise.scot.  |

|  |
| --- |
| **Notice Period** |
| If appointed, how soon could you start with The Promise Scotland?  |

|  |
| --- |
| **References** |
| Please give contact details for at least two people willing to act as referees. At least one of the referees should be relevant to your current or most recent employment.**Please note that referees should not be colleagues or friends.** |
| Name:  | Name:  |
| Job title:  | Job title:  |
| Organisation:  | Organisation:  |
| Address:  | Address:  |
| Tel. number:  | Tel. number: |
| E-mail address:  | E-mail address:  |
| Relationship to applicant:  | Relationship to applicant:  |
| Contact before interview? Yes/No | Contact before interview? Yes/No |

**Please note that this page will not be seen by the interview panel until after the interviews.**

**Please ensure that this is at the top of the page so that we can separate your personal details from your application.**

|  |
| --- |
| Qualifications |
| Date(s) | Institution and Awarding body | Subject(s) studied | Full-time or part-time | Qualification & grade/class of degree obtained |
|  |  |  |  |  |

|  |
| --- |
| Training |
| Please list any other training you have undertaken which you believe relevant to the role for which you are applying. |
| Date from/tomonth/year | Training undertaken | Qualifications gained (if applicable) |
|  |  |  |

|  |
| --- |
| Current or most recent employment |
| Dates of employment | From:  | To:  |
| Name of organisation:  |
| Address:  |
| Job Title:  |
| Brief description of duties:  |
|  |
| Reason for leaving:  |

|  |
| --- |
| **Work history** |
| Please give details of paid employment you have held, beginning with the most recent and accounting for any gaps. |
| Date | Job title, brief description of duties: |
| From: | To: |
|  |  |  |
| Organisation name and address: |
|  |
| Reasons for leaving:  |
|  |
| Date | Job title, brief description of duties |
| From | To |
|  |  |  |
| Organisation name and address |
|  |
| Reasons for leaving:  |

|  |
| --- |
| **Work history continued** |
| Date | Job title, brief description of duties |
| From | To |
|  |  |  |
| Organisation name and address |
|  |
| Reasons for leaving:  |
|  |
| Date | Job title, brief description of duties |
| From | To |
|  |  |  |
| Organisation name and address |
|  |
| Reasons for leaving:  |
|  |
| Date | Job title, brief description of duties |
| From | To |
|  |  |  |
| Organisation name and address |
|  |
| Reasons for leaving:  |

|  |
| --- |
| Membership of professional organisations |
| Please list below: |
| Date | Name of professional organisation |
|  |  |

|  |
| --- |
| Unpaid work |
| Please provide details of relevant experience that you have gained through unpaid work. |
| Date | Organisation’s name and address (if relevant) | Brief description of duties |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Information in support of application |
| Please provide evidence, in no more than 1500 words, showing clearly how you meet the criteria set out in the job description. |