Application for employment

# Form can be filled in electronically and sent by email to info@willstacs.co.uk

# We also accept forms by post to our office address above.

|  |  |
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| **Post applied for** |  |
| Last name |  | First name |  |
| Full Home Address  |  |

|  |  |
| --- | --- |
| Home telephone number |  |
|   |  |
| Mobile number |  |
| Email address |  |

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| **Educational and professional qualifications** |
| Place of study/professional body | Attainment level/results |
|  |  |
| **Personal development** (including any courses, voluntary work or responsibilities you consider relevant) |
| Provider | Type of development |
|  |  |
| Are you registered with a professional body (SSSC, NMC, GMC, etc) – please provide your **reference number**. |
|  |

We may contact the regulatory body and by filling in the above you consent to us making checks.

**Employment history – Previous 10 YEARS of Employment or Education History**

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| **CURRENT or last employer** Please provide name, address and telephone number and indicate the type of business. |
| Dates employed (From: To) |  |
| Position(s) held |  |
| Brief description of duties and key achievements  |
| Reason for leaving |  | Salary £ |   |
| Notice required |  |
| Referee’s name and position |  |
| Referee’s Work Email |  |

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| **Previous employer** Please provide name, address and telephone number and indicate the type of business. |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties and key achievements |
| Reason for leaving |  |
| Referee’s name and position |  |

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| **Previous employer** Please provide name, address and telephone number and indicate the type of business. |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties and key achievements |
| Reason for leaving |  |
| Referee’s name and position |  |

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| **Previous employer** Please provide name, address and telephone number and indicate the type of business. |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties and key achievements |
| Reason for leaving |  |
| Referee’s name and position |  |

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| **Previous employer** Please provide name, address and telephone number and indicate the type of business. |
| Dates employed |  |
| Position(s) held |  |
| Brief description of duties and key achievements |
| Reason for leaving |  |
| Referee’s name and position |  |

**Please continue employment history on a separate sheet if necessary.**

 **Please explain any gaps in your employment history:**
(Providing false information may lead to withdrawal of a job offer or dismissal if appointed)

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| **MEDICAL CLEARANCE** If an offer of employment is made, this will be subject to satisfactory medical clearance. If you are offered a role with us, you will be required to complete a medical questionnaire. You will be asked to send this direct to our HR Team, who may recommend a medical assessment. All employment is subject to the receipt of satisfactory medical clearance. Do you consent to this -  |
| **REFERENCES** You agree to provide us with 2 references, one of whom is your current or most up to date employer. We do not require this information till you are offered a position with us. I agree to this -  |
| **PVG SCHEME** If an offer of employment is made, this will be subject to us receiving satisfactory clearance from Disclosure Scotland. The cost of joining the PVG scheme (or an update) will be met by you, however this cost will be reimbursed in your first wage once you commence employment. Do you agree to this –  |
| **RIGHT TO WORK** Do you have the legal right to work in the UK? Yes / NoIf ‘Yes’, and there are conditions attached, for example start or finish dates, please specify:If ‘No’, what type of permit do you require?  |
| **DRIVING** Do you have a driving licence - Do you own a car, and does it have the correct insurance for you to use for work if required? -  |
| **OTHER EMPLOYMENT** Do you have any other work commitments, either paid or unpaid, which you would wish to continue with if offered employment by ourselves? Yes / No**Please note that if you are successful in your application, you agree not to (without prior permission in writing), be employed or otherwise engaged in any other business, trade or profession either directly or indirectly in any capacity whatsoever**. |

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| **CRIMINAL RECORDS**The post you are applying for is exempt from the provisions of rehabilitation of offender’s act 1974 (exemption and amendments order 1986). It is a condition for employment that all convictions and cautions are disclosed (spent and unspent including driving disqualifications) and in this respect checks will be made against you by the organisation who will apply for an enhanced disclosure check using Disclosure Scotland.We will fully comply with the Disclosure Scotland Code of Practice and undertake to treat all applications for the post fairly. We will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed. Failure to disclose such information will be regarded as grounds for dismissal if you are appointed. Having a criminal record will not necessarily bar you from employment.Have you ever been convicted of a criminal offence? If so, please provide details:Do you have any pending convictions (criminal or other): Please continue on a separate sheet if needed |
| Have you ever been subject to any disciplinary or safeguarding issues in any previous employment? |
| **UNDERTAKING:** I confirm that the above information is correct to the best of my knowledge. I consent to the organisation processing, by means of a computer database or otherwise, any information I provide them for the purpose of employment by the organisation. **I understand that providing false information will lead to withdrawal of a job offer or dismissal without notice if appointed.**  |
| Signed: Name: Date:  |   |   |   |

##  Do you require any assistance or reasonable adjustments to attend the interview – YES / NO (if yes please tell us what we can do).

Data Protection

The Data Protection Act 2018 (“the Act”) sets out certain requirements for the protection of your personal information against unauthorised use or disclosure. The Act also gives you certain rights. Except to the extent we are required or permitted by law, the information which you provide in this application form and any other information obtained or provided during the course of your application (“the information”) will be used solely for the purpose of assessing your application. If your application is unsuccessful or you choose not to accept any offer of employment we make, the information will not be held for longer than is necessary, after which time it will be destroyed, although relevant information will be retained in the longer term to facilitate our equal opportunity monitoring. If your application is successful, the information will form part of your employment file and we will be entitled to process it for all purposes in connection with your employment. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your explicit consent. Accordingly, please sign the consent section below.

I CONSENT TO MY PERSONAL INFORMATION BEING USED FOR THE PURPOSES AND ON THE TERMS SET OUT ABOVE.

Name

Sign

Date:

## Monitoring sheet

We are committed to promoting a diverse workforce and to active policies which eliminate unfair discrimination. We do not discriminate on any grounds other than the ability to carry out the job. It is strongly recommended that such policies are monitored effectively, and we fully support this. Monitoring is essential to ensure that the policies are being properly implemented and your answers to the questions below will provide statistical information with which to review our policies and procedures.

This sheet will be detached on receipt before your application is considered. The form does not require you to enter any personal identifying information and it can be returned separately if you wish to do so. Either way any information given will be held in strict confidence and will not affect your application. We ask for your co-operation in completing this sheet.

**Job details**

|  |  |
| --- | --- |
| Post applied for |  |
| Where did you hear about this vacancy? |   |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Male |  | Female |  | Trans M |  | Trans F |  | Non-Binary |  |
| Year of Birth  | Age  |
| Nationality  | Place of birth  |

**Ethnicity**

|  |
| --- |
| Which is your ethnic group? Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background. |
|

|  |  |  |
| --- | --- | --- |
| A | **White** |  |
|  | White British | [ ]  |
|  | White Irish | [ ]  |
|  | Any other White background | [ ]  |

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|  |  |  |
| --- | --- | --- |
| B | **Mixed** |  |
|  | Mixed White and Black Caribbean | [ ]  |
|  | Mixed White and Black African | [ ]  |
|  | Mixed White and Asian | [ ]  |
|  | Any other Mixed background | [ ]  |

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| --- | --- | --- |
| C | **Asian or Asian British** |  |
|  | Indian | [ ]  |
|  | Pakistani  | [ ]  |
|  | Bangladeshi  | [ ]  |
|  | Any other Asian background | [ ]  |

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| --- | --- | --- |
| D | **Black or Black British** |  |
|  | Black or Black British Caribbean | [ ]  |
|  | Black or Black British African | [ ]  |
|  | Any other Black background | [ ]  |

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|  |  |  |
| --- | --- | --- |
| E | **Chinese or other ethnic group** |  |
|  | Chinese  | [ ]  |
|  | Any other ethnic group | [ ]  |
|  | Please specify: | Type here |

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**Disability**

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| Do you consider that you have a disability? Yes / No |
| (The Disability Discrimination Act defines a disability as a physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.) |

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| If you wish, you may disclose information about yourself in this section about your:Religion Sexual orientation  |