**This form can be submitted as an email attachment to** **admin@teamunited.org.uk** **by the closing date of 26th February 2021. No late applications will be permitted. Due to current restrictions in access to our offices, postal applications cannot be accepted. Should you have difficulties with submitting this application electronically, please contact us, using the email address above so we may make alternative arrangements to receive your application.**

**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) SECONDARY EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Examining Body e.g. SQA | Subject / Module  | Indicate Grade | Date Awarded |
| Higher | Ordinary | Standard | Other |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**4) FURTHER & HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| College or University | Dates | Full or Part-time | Qualifications Gained – State Subjects |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**5) 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 |
|  |

**6) PREVIOUS EMPLOYMENT** (continue on separate sheet if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Employer (name and address) | Job held | Dates of employment | Full/ part time | Reason for leaving |
| From | To |
| 1) |  |  |  |  |  |  |
| Duties undertaken: |
| 2) |  |  |  |  |  |  |
| Duties undertaken: |
| 3) |  |  |  |  |  |  |
| Duties undertaken: |
| 4) |  |  |  |  |  |  |
| Duties undertaken: |

**7) DETAILS OF VOLUNTARY WORK**

|  |  |  |
| --- | --- | --- |
| Organisation | Dates | Duties undertaken: |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**8) DETAILS OF FORMAL TRAINING OR APPRENTICESHIP(S)**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | Dates | Full or Part-time | Qualifications Gained – State Subjects |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**9) DETAILS OF RELEVANT PROFESSIONAL DEVELOPMENT**

|  |  |
| --- | --- |
| Date(s) | Details of CPD |
|  |  |
|  |  |
|  |  |
|  |  |

**10) FURTHER INFORMATION**

|  |
| --- |
| Please give details of any other information which you would like to offer in support of your application, paying particular attention to the essential criteria in the job description. We will be assessing your application based on this criteria and would like you to tell us, giving examples of how you feel you meet this criteria. |
|  |

**11) DRIVING LICENCE**

Do you have a full driving licence and access to a car for the purposes of work?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  |  | No |  |

**12) REFERENCES**

Please give names, contact details and job titles of three referees who know you in a work capacity. One of these should be your present or most recent employer. A request not to contact this referee in the first instance will be respected, but it should be noted that a reference from this source will be required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1) | Name: |  | Designation: |  |
|  | Address: |  | Tel. No: |  |
|  |  | Email: |  |
|  |  |  | In what work capacity does this referee know you: |  |
|  |  |  |  | Do not contact prior to interview | [ ]  |
| 2) | Name: |  | Designation: |  |
|  | Address: |  | Tel. No: |  |
|  |  | Email: |  |
|  |  |  | In what work capacity does this referee know you: |  |
|  |  |  |  | Do not contact prior to interview | [ ]  |
| 3) | Name: |  | Designation: |  |
|  | Address: |  | Tel. No: |  |
|  |  | Email: |  |
|  |  |  | In what work capacity does this referee know you: |  |
|  |  |  |  | Do not contact prior to interview | [ ]  |

**13) DATA PROTECTION**

The information provided by you in this Application for Employment will be used for the purposes of considering your application for employment, will be processed securely and will be retained confidentially and appropriately.

**14) 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 14 and sign the declaration form.

If you have any spent or unspent convictions, pending sentences or outstanding charges to declare, please complete the provide details below. If you require further information on the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended), please log onto [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **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 14 will not be used in the interview selection process. |

**15) 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 with notice.

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE** |  | **DATE** |  |