

# OURPROMISE

Ref. Number:

*Application Form*

|                              |  |
|------------------------------|--|
| <i>Position</i>              |  |
| <i>Location</i>              |  |
| <i>Applicant's Full Name</i> |  |
| <i>Date of Application</i>   |  |

**Once fully completed please send to:**  
**[humanresources@ourpromisescotland.com](mailto:humanresources@ourpromisescotland.com)**

**Part 1 - Personal Details**

Surname:

First Name(s):

Are you now, have you ever been, or were you at birth known by a different name? Please provide details.

Address:

Postcode:

Home telephone number:

Mobile:

Email address:

Have you ever worked for Our Promise in the Past including through an agency placement? *If yes please ensure details are captured in employment history (along with all other agency or student placements)*

**Yes / No**

**Part 2 - Present or Most Recent Employer**

Present or previous employer  
If unemployed please state dates

Address

Postcode:

Telephone

Annual Salary

£

Position Held

Full Time/ Part Time

Date Started

Notice Period or Leave Date

Key responsibilities of post and main achievements

Reason for leaving/  
Wishing to Leave

**Part 2 - Continued**

|  |                  |                                    |          |
|--|------------------|------------------------------------|----------|
| <i>Present or previous employer<br/>If unemployed please state dates</i> |                  |                                    |          |
| <i>Address</i>   | <i>Postcode:</i> |                                    |          |
| <i>Telephone</i>   |                  | <i>Annual Salary</i>               | <i>£</i> |
| <i>Position Held</i>   |                  | <i>Full Time/ Part Time</i>        |          |
| <i>Date Started</i>  |                  | <i>Notice Period or Leave Date</i> |          |
| <i>Key responsibilities of post and main achievements</i>                |                  |                                    |          |
| <i>Reason for leaving/<br/>Wishing to Leave</i>                          |                  |                                    |          |

**Part 3 - Full Employment History (Please include any voluntary work, agency placements, periods of training or education, accounting for any gaps in employment history and providing explanations for any employment gaps)**

| <i>Name &amp; Address of Employer</i> | <i>Start Date</i> | <i>End Date</i> | <i>Job Title</i> | <i>Main Duties</i> | <i>Reason For Leaving</i> |
|---------------------------------------|-------------------|-----------------|------------------|--------------------|---------------------------|
|                                       |                   |                 |                  |                    |                           |
|                                       |                   |                 |                  |                    |                           |

|  |  |  |  |  |  |
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|  |  |  |  |  |  |

*(If necessary please continue on a separate page)*

| <b>Part 4 - School Education</b> |                |              |             |
|----------------------------------|----------------|--------------|-------------|
| <i>Qualifications/ Level</i>     | <i>Subject</i> | <i>Grade</i> | <i>Year</i> |
|                                  |                |              |             |
|                                  |                |              |             |
|                                  |                |              |             |
|                                  |                |              |             |
|                                  |                |              |             |

**Part 5 - Further Education**

| <i>Provider (University/ College)</i> | <i>Degree/ Qualification Title</i> | <i>Start Date</i> | <i>End Date</i> |
|---------------------------------------|------------------------------------|-------------------|-----------------|
|                                       |                                    |                   |                 |
|                                       |                                    |                   |                 |
|                                       |                                    |                   |                 |

**Part 6 - Membership/ Registration of Professional Bodies**

| <i>Professional Body</i> | <i>Registration Number</i> | <i>Conditions Affecting Registration</i> | <i>Registration Date</i> | <i>Expiry Date</i> |
|--------------------------|----------------------------|--|--------------------------|--------------------|
|                          |                            |  |                          |                    |
|                          |                            |  |                          |                    |

**Please give details of any former registration with any professional bodies**

| <i>Professional Body</i> | <i>Registration Number</i> | <i>Conditions Affecting Registration</i> | <i>Registration Date</i> | <i>Expiry Date</i> | <i>Reasons for ceasing to be registered</i> |
|--------------------------|----------------------------|--|--------------------------|--------------------|---|
|                          |                            |  |                          |                    |   |

**Part 7 - Other Information**

|   |  |
|---|--|
| <i>Are you a driver?</i>  | <i>Yes / No</i>  |
| <i>Do you have a current PVG Check?</i>   | <i>Yes / No</i><br><i>PVG Number:</i><br><i>Membership: Children / Adults / Both</i> |
| <i>Are you in any way connected to an existing Our Promise employee or anyone else who might be connected with Our Promise in any way? Please give details, including the nature of the relationship;</i> | <i>Yes / No</i><br><i>Details:</i>   |
| <i>Where did you hear about this vacancy?</i>   |  |

**Part 8 - Personal Statement**

*Our Promise was founded, believing strongly in our WHY: “We believe in all of our people, we are committed to each other in creating opportunities, fulfilling our purpose, feeling loved and having a sense of belonging”.*

*Because you are applying to work with some of our most vulnerable young people who have suffered trauma, we would like you to put in your personal statement your own “Why” as well as why you would like to work for Our Promise.*

*Please write about any skills including transferable skills/ experiences/ qualities that you can offer our organisation and the people that we care for, this includes skills and interests.*

**Part 9 -References - We will seek 3 References at the shortlisting stage.**

*If you have been employed in a relevant sector (eg Care, Education, Vulnerable Groups), please provide these reference details prior to details for references out-with these sectors with exception of your most recent employer. If you have worked abroad, please provide a reference for the time you worked abroad. Our Promise reserves the right to contact any previous employer to verify information regarding your employment to ensure the safeguarding of the children and adults in our care.*

|  | <i>Most recent (All current employers must be listed as references)</i> | <i>Previous Employer (Relevant Sector as 1st Option)</i> | <i>Previous Employer (Relevant Sector as 1st Option)</i> |
|--|---|--|--|
| <b>Name</b><br><i>(Person must still be employed by the Company)</i> |   |  |  |
| <b>Referee's Job Title</b>   |   |  |  |
| <b>Dates you were employed there</b>                                 |   |  |  |
| <b>Business Name and Address (including postcode)</b>                |   |  |  |
| <b>Telephone</b>   |   |  |  |
| <b>Business email address</b>  |   |  |  |
| <b>Contact</b>   | <b>Yes / No</b>   |  |  |

## Part 10 - Declaration

- I certify that, to the best of my knowledge, all the statements made above are true and accurate and, in particular, that I have not omitted any facts which may have a bearing on my application.
- I give explicit consent that the information given on this form may be stored and processed in accordance with the Data Protection Act 1998.
- I hereby give permission for Our Promise Ltd to take any necessary approach with regards to attaining a reference of my employment, professional history, and or academic history and verify other information I have provided. Where applicable this may involve contacting my previous and/ or any current employers/ associations (not only those given as referees if it is deemed there are more appropriate references or we require more information) including if applicable Jobcentre Plus, Department of Work and Pensions, School or College. Any such information obtained will be used strictly with regard to the attached application in order to seek satisfactory clearance in line with the Safer Recruitment Policy.
- I am aware that providing false information could result in my application being rejected or may lead to summary dismissal if I am selected for a position within Our Promise. If I am registered with any professional body, Our Promise will inform them that I have provided false information on my application form.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_