



# Job Application Form

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## How to Apply

### Completing the application form – guidance notes

Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.

#### General points

- If you have a disability and need any help in completing the form please contact us.

#### Qualifications and training

- As some jobs require no formal qualifications, do not be put off if you have nothing to write in this section.
- As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.
- Include all qualifications and training which may be part-time as well as full-time.

#### Previous employment

- The form asks you to give details, to the nearest month and year, of previous jobs held, and account for any gaps in your employment record.
- Alternatively, some people will have developed relevant skills through part-time or voluntary work. If you include any voluntary work, list the name and address of the group(s) involved.

#### Relevant experience

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job and person profile for the job.
- The job profile outlines the main duties of the post and the person profile contains a description of the skills, experience, qualifications and competencies necessary to carry out these tasks.
- Here it is essential to relate your experience to the information given in both these documents by giving specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address all of the points identified on the person profile which will allow you to demonstrate your suitability for the position you have applied for.
- You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

## References

- Verbal and/or written references will be obtained prior to any conditional offer being made.
- Please ensure you give references that cover at least the last five years of employment including one from your current line manager.
- If you are unemployed, include your last employer, and if you have worked in a voluntary or unpaid capacity eg, as a member of a Parent Teachers Association, you could include the chair of the committee among your references.

## Criminal Record

With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record which we believe is relevant to the post, we will discuss this with you at the interview stage.

Applicants are asked to declare any criminal record on the page marked Criminal Records, Disqualification & Declaration as follows:

- This post is not exempt from the Rehabilitation of Offenders legislation, therefore you must declare all convictions, cautions, reprimands, or final warnings on your criminal record, both spent and unspent. Successful candidates will also be asked to consent to an Basic Disclosure via Disclosure Scotland. The details of any criminal record should be noted on the page marked Criminal Record/Disqualification/Other, which should be removed from the application form and returned in a sealed envelope marked with your name and 'criminal record/other'. Any information declared will be kept confidential and in line with data protection principles.

## Disqualification from working with children or vulnerable adults

If you are disqualified from working with children or vulnerable adults we are unable to consider your application as the position will involve some degree of contact with children and young people.

## Returning the form

- Please keep a copy of the form. The interview will include questions about information given.
- Please return your completed application form by email or on paper, by the closing date, via post or email. If it arrives late, we will not be able to consider you.
- Remember we are only able to measure your suitability from the information you provide.
- If you require any further advice on any of the above, please phone or email [info@togetherscotland.org.uk](mailto:info@togetherscotland.org.uk)

## Our contact details

Together (Scottish Alliance for Children's Rights), Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ

Email: [info@togetherscotland.org.uk](mailto:info@togetherscotland.org.uk) Tel: 0131 337 9015 Web: [www.togetherscotland.org.uk](http://www.togetherscotland.org.uk)

# Application Form – CONFIDENTIAL

The information supplied on this application form will be used to evaluate your suitability for employment by Together . Please read the guidance notes before completing the forms. Once completed, please return the forms to us.

## Position applied for:

Application Number (for office use only)

## Personal Information

Last Name:

Title: (Please specify) e.g. Ms/Mr/ Miss

First Name(s):

Previous Surname(s) (if applicable):

Address for correspondence:

National Insurance Number:

Daytime telephone number:

Evening telephone number:

Mobile number:

Email :

## QUALIFICATIONS AND TRAINING

Dates (From/To)	Secondary school/college/ university/training organisations	Qualifications	Subject	Grade Obtained

**Employment experience**

Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment, travel etc. in the space provided so there are no gaps in the record. (If you have additional previous employment, please give details on a separate sheet using the same format)

<b>Date from/to (month/year)</b>	<b>Employer's name and address and nature of business</b>	<b>Job titles and brief description of duties</b>	<b>Current salary or final salary (for last post only) and reason for leaving</b>

**Gaps in your employment – Please provide information of any gaps in employment**

(verification of employment gaps will be required if an offer of employment is made)

From (month/year)	To (month/year)	Reason

**Relevant Experience**

Please tell us how your experience, skills and qualifications meet the requirements of the person and job profiles. Please focus your response on the abilities and/or competencies required for the role giving evidence of your experience to date (maximum of 2 A4 sheets). The information you provide will be the basis for short-listing.

# References

Please ensure that you give a minimum of two references which cover **at least the last 5 years of your employment**. The **first** of your references **must** be your **present employer and your relevant line manager**. If you are unemployed, this should be your last employer. You may also provide the name of a personal referee as well as your employment references if you wish.

<b>Current Employer</b>	<b>Previous Employer</b>
Name:	Name:
Job Title:	Job Title:
Organisation/Address (in full):	Organisation/Address (in full):
Tel No:	Tel No:
Email:	Email:
In what capacity do you know them?	In what capacity do you know them?
<b>Previous Employer</b>	<b>Previous Employer/ Personal Referee</b> (*please delete as appropriate)
Name:	Name:
Job Title:	Job Title:
Organisation/Address (in full):	Organisation/Address (in full):
Tel No:	Tel No:
Email:	Email:                      Fax No:
In what capacity do you know them?	In what capacity do you know them?
Can we contact your current employer prior to any conditional offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	

For all posts, we will ask your referees for comments on your suitability for the post and for employment referees request details on attendance, sickness levels and salary.

**Notice Period** If appointed how soon could you join us:

**Disability** Together has a policy of interviewing applicants who have a disability and who meet the essential short-listing criteria. In order to ensure that this happens, please can you complete the following:

a) The Disability Discrimination Act 1995 defines disability as ' a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'. Do you consider yourself to have or have had a disability?     Yes     No    If yes please give details:

b) If the answer to the above is yes, are there any reasonable adjustments that need to be made, should you progress beyond this stage?     Yes     No    If yes please give details:

# Criminal Records, Disqualification & Declaration

## Section A – All applicants

Are you subject to any current outstanding disciplinary action or legal proceedings?  Yes  No

If yes, please give details

Do you require a work permit to enable you to work in the UK?  Yes  No

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## Section B – General posts

### Criminal Convictions

Have you ever been convicted of a criminal offence ('unspent' only)?  Yes  No

If yes please give us details of all offences, penalties and dates on the page marked Criminal Record/Disqualification/Other in this application form.

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## Section C – Posts working with children

### Criminal Record

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police ('spent' or 'unspent')?  Yes  No

If yes, please give details of all offences, penalties and dates on the page marked Criminal Record/ Disqualification/ Other in this application form.

### Regulatory body sanctions

Are you subject to any sanctions imposed by a regulatory body, eg GSCC, NISCC, SCCC, CCW, GTC?  Yes  No

If yes please give details on the page marked Criminal Record/Disqualification/Other in this application form.

### Disqualification from working with children or vulnerable adults

Are you disqualified from working with children or vulnerable adults?  Yes  No

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## Section D - Basic Disclosure only

Are you aware of any police enquiries undertaken following allegations made against you that may have a bearing on your suitability for the post?  Yes  No

If yes, please give details on the page marked Criminal Record/Disqualification/ Other in this application form.

# Criminal Records/Disqualification/Other

## Details of Declaration of Criminal Convictions

Please give details below:

### Declaration - To be completed by all applicants

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice or in some instances, referral to the police.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee, the information will also be used for employment related purposes. I agree to Together holding and processing this information.

Signed

Dated