**Glasgow East End Community Carers Centre**

**CONFIDENTIAL**

**APPLICATION FORM FOR EMPLOYMENT**

Please complete this form and return it to Recruitment

**1. POSITION APPLIED FOR**

|  |
| --- |
| Homecare Service Team Leader |

**2. PERSONAL DETAILS**

|  |  |
| --- | --- |
| **Surname** | **First Name(s)** |
| **Other names by which you have been known as:** | |
| **Address**  **Postcode** | **Telephone Numbers:**  **Home**  **Mobile**  **Work** |
| **May we telephone you at work?**  Yes/No |
| **Email:** |
| **Do you hold a full driving licence?**  Yes/No |
| **Do you own a car?**  Yes/No |
| **NI number** |

**3. EDUCATION AND TRAINING**

**Secondary Education**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Qualifications** | **Grade** | **Year** | **Qualifications** | **Grade** |
|  |  |  |  |  |  |

**University/College**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year**  **From To** | | **University/College Attended** | **Degree(s) or Diploma(s) Obtained** |
|  |  |  |  |

**Details of any other relevant Qualifications/Training**

|  |  |  |
| --- | --- | --- |
| **Date** | **Place** | **Course and Qualifications** |
|  |  |  |

**4. WORK HISTORY**

**Please start with the most recent. Note that references may be sought from *any* of your previous employers**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **From**  **mth/year** | **To**  **mth/year** | **Employer’s name and address** | **Position held** | **Reason for leaving** | **Salary on leaving** |
|  |  |  |  |  |  |

**5. GAPS IN EMPLOYMENT HISTORY**

**Please provide information below where there are gaps in your employment history**

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Reason for break** |
|  |  |  |

**6. VOLUNTARY WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **From**  **month/year** | **To**  **month/year** | **Where/With Whom?** | **Nature of Work** | **Reason for leaving** |
|  |  |  |  |  |

**7. DETAILS OF RELEVANT EXPERIENCE AND REASONS FOR APPLYING FOR POST**

**Please detail any special knowledge, skills or experience you consider are relevant to your application for this post. Candidates must address the Job Description/Person Specification in this section.**

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|  |

**7. (continued)**

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|  |

**8. CURRENT EMPLOYEES**

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| --- |
| **As far as you are aware, are you related to, or do you personally know, anyone currently employed by the organisation?**    **If yes, please give brief details:** |

**9. DISABILITY**

|  |
| --- |
| **Do you suffer from any disability, illness or injury that might affect your performance of the tasks associated with this position?**  **If yes, please give details (note – equal employment opportunity guidelines apply to the consideration of this information):** |

**10. DISCIPLINARY OR GRIEVANCE PROCEDURES**

|  |
| --- |
| **Have you been the subject of either disciplinary or grievance procedures in any of your previous employment?**  **If yes, please give details:** |

**11. COMPLAINTS**

|  |
| --- |
| **Have you ever been the subject of a complaint made by a service user, member of the public or colleague?**  **If yes, please give details:** |

**12. REFEREES**

**Please note that references may be sought from any of your previous employers**

|  |  |
| --- | --- |
| **The Centre requires two written references prior to making an appointment. One must be from your current or most recent employer.** | |
| **Name**  **Organisation**  **Address**  **Designation**  **Tel No.**  **Email**  **May this referee be contacted prior to interview?**    **May this referee be contacted prior to any offer of employment?** | **Name**  **Organisation**  **Address**  **Designation**  **Tel No.**  **Email**  **May this referee be contacted prior to interview?**    **May this referee be contacted prior to any offer of employment?** |

**13. RECORDS CHECK**

|  |
| --- |
| **Please complete the attached Criminal Convictions Disclosure Form and return it with your application.**  **The disclosure of a criminal record will not necessarily debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment.**  ***However, this post is exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order as amended. You are therefore required to declare any convictions whether or not they would, in terms of the Act, be classed as spent.***  ***Failure to disclose important information may disqualify you from appointment or lead to summary dismissal.***  **If you are selected for the position, we will check your details with the CRBS (Central Registered Body in Scotland), which is the designated body for providing police checks for voluntary sector staff and volunteers.** |

**14. DECLARATION**

|  |
| --- |
| **I certify that the information I have given and my answer to each of the above questions is correct, truthful and accurate.**  **Signed:**  **Date:** |

**EQUAL OPPORTUNITIES MONITORING FORM**

**CONFIDENTIAL**

**Glasgow East End Community Carers Centre is committed to being an equal opportunity employer. To assist in monitoring this policy and for no other reasons please complete this questionnaire.**

|  |  |
| --- | --- |
| **Position applied for** |  |
| **Date of Application** |  |
| **How did you find out about this vacancy** |  |
| **Mr/Mrs/Miss/Ms** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Address** |  |
| **Date of Birth** |  |
| **Gender** |  |
| **Employment Status (please tick)** | **Employed ( ) Unemployed ( )**  **Self-employed ( )** |
| **Do you consider yourself to have a disability?** |  |
| **Are you registered with the SSSC?**  **Yes/No – If yes please can you supply your registration number.** | SSSC Registration Number: |

**Ethnic origin - please place X in the appropriate box:**

|  |  |  |  |
| --- | --- | --- | --- |
| **White European** |  | **Indian** |  |
| **Black Caribbean** |  | **Pakistani** |  |
| **Black African** |  | **Bangladeshi** |  |
| **Black (other)** |  | **Irish** |  |
| **Chinese** |  | **Bi-racial/Multi-racial** |  |
| **Other – please specify** | |  | |

**CRIMINAL CONVICTIONS DISCLOSURE FORM**

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**The disclosure of a criminal conviction will not necessarily debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. *However, this post is exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exemptions) Order, as amended. You are therefore required to declare any convictions whether or not they would, in terms of the Act, be classed as spent.***

***Failure to disclose important information may disqualify you from appointment or lead to summary dismissal.***

**If selected for the position, we will check your details with the CRBS (Central Registered Body in Scotland), which is the designated body for providing police checks for voluntary sector staff and volunteers.**

|  |  |  |
| --- | --- | --- |
| **Position Applied for:** | | **Date of Application:** |
| **Mr/Mrs/Miss/Ms (delete as appropriate)** | **Surname:** | **Forename(s):** |
| **Address:** | | **Date of Birth:** |

|  |  |
| --- | --- |
| **Have you been convicted of any criminal offence (including driving offences)?** |  |

**If yes, please give details of the convictions(s) and the date(s):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Offence** | **Offence** | **Court** | **Disposal** | **Circumstances** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Are you presently the subject of a criminal investigation?** |  |

**If yes, please give details:**

|  |
| --- |
|  |

**Please add any other information you feel may be appropriate:**

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| --- |
|  |

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

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