**APPLICATION FORM**

Please complete electronically and send to [***recruitment@soscn.org***](mailto:recruitment@soscn.org) ***by 5pm Friday 30th June 2023***

**LATE APPLICATIONS WILL NOT BE CONSIDERED**

Please complete ALL sections A to D and answer all questions.

We also provide at the end a Section E equality monitoring form, which is optional, but is really useful to us in ensuring we are reaching a wide range of candidates for this post. Sections B to E are kept separate for the shortlisting process.

**SECTION A**

1. **Employment, Education, Training, Skills and Experience**

Only this section will be used in the selection process.

|  |
| --- |
| **Present or most recent employment** |
| Job Title |
| Weekly hours of work |
| Start date |
| Leaving date if applicable |
| Reason for Leaving if applicable |
| Notice period required |
| Current or most recent salary |
| Employer’s name |
| Employer’s address including postcode. |
| Employer’s Telephone Number |
| Employer email |
| Please tick here if you do not want your current employer contacted unless you are offered the post. |

1. **Please provide a description of the main duties and tasks of your present or most recent job.**

Please continue on a separate sheet if required (2 pages limit)

|  |
| --- |
|  |

1. **Previous employment - In date order, most recent first**

**Please continue on a separate sheet if required.**

|  |
| --- |
| Job Title |
| Brief Job Description |
| Employed from date to date |
|  |
| Job Title |
| Brief Job Description |
| Employed from date to date |

|  |
| --- |
| Job Title |
| Brief Job Description |
| Employed from date to date |
|  |
| Job Title |
| Brief Job Description |
| Employed from date to date |

1. **Qualifications**

Note we require sight of original certificates at the interview stage.

Please start with your most recently obtained qualification.

Please continue on a separate sheet if required.

|  |
| --- |
| Qualification |
| Name of course and institution providing it: |
| from date to date |
|  |
| Qualification |
| Name of course and institution providing it: |
| from date to date |

|  |
| --- |
| Qualification |
| Name of Course and institution providing it: |
| from date to date |
|  |
| Qualification |
| Name of course and institution providing it: |
| date to date |

1. **Other Training relevant to this post**

|  |
| --- |
| Please set out any other recent training you have had which is relevant for this post with dates and a brief description:  Please describe relevant skills gained: |

1. **Voluntary Work Experience relevant to this post**

|  |
| --- |
| Please describe here with dates and descriptions any current or recent voluntary work you think is relevant for this post:  Please describe relevant skills gained: |

1. **Membership of professional bodies and registration with relevant agencies**

|  |
| --- |
| Please note here any of the above with dates and a short description  As for qualifications and training we will require evidence of such membership or registration. |

1. **Relevant Skills and Experience – Supporting Statement**

With reference to the job specification and essential or desirable attributes of the post please set out here how and why you have the relevant skills and experience for this job.

You may use an additional page if needed.

|  |
| --- |
|  |

1. **Please use this space here to tell us anything else you want us to know in support of your application.**

|  |
| --- |
|  |

1. **What attracted you to this post?**

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| --- |
|  |

**END OF SECTION A**

Please note that we are an equal opportunities employer, and we welcome all suitable candidates to apply to work with us. We will not discriminate against anyone on the grounds of age, gender, race, religion or belief, disability, family and caring responsibility or sexual orientation. We positively welcome candidates from a broad spectrum of society. We monitor applications for equal opportunities in order to assess and improve our recruitment process. Under equality law the monitoring information (optional Section E) we use is not linked to your application assessment, at any stage.

Should you be called to an interview, you are free to let us know, in advance, if support is required for you to participate in the interview, in terms of any health or disability requirements that you may have. However, we do not seek this information at the early recruitment stage.

**SECTION B (THIS SECTION WILL BE DETACHED BEFORE THE SHORTLISTING PROCESS)**

**Personal Details**

|  |
| --- |
| First Name |
| Surname |
| Home Address |
| Home Telephone Number |
| Work Telephone Number |
| Mobile Telephone Number |
| Email Address |

**Eligibility for Employment**

|  |
| --- |
| Do you have a legal right to work in the UK?  Yes  No  |
| If yes, please state your National Insurance Number |
| Please note that you will be asked to provide photographic and other proof of your identity if invited to the interview. |

**REFERENCES**

|  |
| --- |
| Two references will normally be sought prior to appointment. Please specify two people willing to provide an assessment of your suitability for this post. We reserve the right to request additional references if we consider it necessary. We do not take personal references from relatives or friends. We only contact referees after a candidate accepts a conditional offer of the post. |
| First Referee Details  Name  Address  Telephone  Email  Second Referee Details  Name  Address  Telephone  Email |

**SECTION C: DECLARATION AND DATA PROTECTION**

|  |
| --- |
| Please read carefully before signing:  It is important that this application form is true, and you declare all material relevant to the application. If these requirements are not followed and this is discovered following appointment, this would constitute grounds for dismissal. We reserve the right to check any of the details which you have provided in your application.  **Declaration statements in bold**  **I have read the above and confirm that the details which I have provided in all sections of this application form are correct.**  We store and process personal data about applicants for the purpose of recruitment and selection monitoring. Information will not be disclosed to anyone outside the organisation, except for the purpose of requesting references and checking the accuracy of the information provided. For successful candidates, the information will form the basis of their personnel record. Data relating to unsuccessful candidates will be retained for six months and then destroyed.  **I agree to the information (which may include sensitive personal data) being used for legitimate purposes connected with recruitment and selection monitoring as all data provided is treated in confidence and processed in accordance with the General Data Protection Regulation (GDPR).**  **Should I be offered this post, I consent to criminal record and other related checks relevant to the post.**    **PLEASE ENSURE YOU FILL IN YOUR NAME THE SIGNATURE SECTION BELOW** |
| Signature |
| Date |

**SECTION D: HOW DID YOU FIND OUT ABOUT THIS POST?**

Please complete this detachable page as it really helps us to make sure we advertise our posts widely and well.

**Recruitment information**

|  |
| --- |
| **How did you learn of this vacancy?** |
| Website (please specify) |
| Newsletter (please specify) |
| Magazine (please specify) |
| Recruitment agency (please specify) |
| Twitter (from where?) |
| Facebook (from where?) |
| Email (from where?) |
| Other (please specify) |

**SECTION E: EQUALITY MONITORING**

This section is optional, you can answer all, some, or none of the questions. It is very useful for SOSCN and the funders of this post to ensure we reach a wide range of potential candidates and to monitor that we do so in terms of the diversity of Scottish society.

This is an anonymous section which will not be kept with your application or used for shortlisting.

Equality Monitoring

|  |
| --- |
| Please state your gender here: |
| Age please put an x at relevant category.  Under 20  21 – 30  31 – 40  41 – 50  51 – 60  60 + |
| Please state your nationality, e.g., British |
| Please state your ethnicity, e.g., Asian  British |
| Please state your own defined sexual  identity e.g., gay, straight etc. |
| Please state, your religion or belief, if any |
| Do you consider yourself as having a disability or additional support need? Give short details if you would like to. |