**EAST PARK**

**EMPLOYMENT APPLICATION FORM**

Please type in the sections shaded in **grey**. You can move from place to place by pressing your Tab key, which can be found directly above the Caps Lock on your keyboard.

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| 1. **Position applied for:** Enter position being applyed for here   **Available to take up employment (date):** Enter date here |

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| 1. **Prepared to work:** Full Time  Part Time  Shift Work |

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| 1. **Personal Details** **Title:**  - click to change as necessary   **Surname:** Surname **Forename(s):** Forename(s)  **Address:** Address Line 1  Address Line 2  Address Line 3 **Post Code:** Postcode  **Telephone:** Home phone number Mobile phone number  **E-mail:** E-mail address |

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| 1. **Do you own a car?** Yes  No  Do you hold a current driving licence? Full  Provisional HGV  No  **Do you have any current endorsements?** Yes  No  **If yes, please give details below:-**  Details of any endorsements |

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| 1. **Education** | |
| **Schools attended from age 11** | **Examinations** |
| Name and address of school | Subjects, certificates and awards |
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| 1. **Further Education** | | | |
| **Place of Education** | **Type of Training** | **Qualifications** | **Date/expected date of completion** |
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| 1. **Employment History** 2. Please state current salary (or salary in your last job, if presently unemployed). 3. Please give details and previous employment in chronological order (present or recent job first). | | | | |
| **Dates** | | **Employer** | **Position(s) Held** | **Reasons for leaving** |
| **From** | **To** |  |  |  |
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| 1. **Personal and Professional Development**   Please describe any major personal and professional development activities which you have undertaken in the last 5 years and indicate how it has benefited you and/or your employment. |
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| 1. **Leading and Working With People**   One or 2 examples of how you have shown leadership skills and/or worked as an effective member of a team. |
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| 1. **Organisational Skills**   In what way do you feel you have shown yourself to be an effective classroom manager? |
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| 1. **Communication Skills**   Give one or more examples of how you have shown yourself to be an effective communicator. |
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| 1. **Innovation**   Give details of changes or other activities you have implemented in your current post. |
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| 1. **Summary**   Please summarise why you consider yourself suitable for this post, indicate the main contributions you feel you could make. |
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| 1. **GENERAL**   Interests/Hobbies (give details of pastimes, sports, etc.)    Offices held in Social/Sports Clubs, etc. |

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| 1. **Rehabilitation of Offenders Act 1974 – Exemption form s4(2).**   This employment is exempted from the above and employees are not entitled to withhold information about “spent” convictions. In the event of your ever having been convicted of any offences by a Court of Law, please give details of the offence(s) with dates. If you have not, please write “No Convictions”. |

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| 1. **Registration of professional organisation, (e.g. SSSC or other regulatory body).**   Yes  No  **If Yes, Please tick appropriate box below.**   |  |  |  | | --- | --- | --- | | **Regulatory Body Name** | **Regulatory**  **Body Code** | **Tick** | | Care Commission | 101 |  | | General Chiropractic Council | 102 |  | | General Dental Council | 103 |  | | General Medical Council | 104 |  | | General Optical Council | 105 |  | | General Osteopathic Council | 106 |  | | General Teaching Council for Scotland | 107 |  | | Health Professions Council | 108 |  | | Nursing and Midwifery | 109 |  | | Royal Pharmaceutical Society of Great Britian | 110 |  | | Scottish Social Services Council | 111 |  | |

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| 1. **Membership of professional organisation or trade union.** |

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| 1. **Do you need a work permit to work in the UK?** Yes  No |

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| 1. **If offered this position will you continue to work in any other capacity?**   Yes  No  **If yes, please give details**    **If offered this position, any future change to your present work details must be declared to the HR Department.** |

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| 1. **Referees (not a member of your family or a friend), one of whom should be your current or most recent employer.** | | | |
| **Referee 1** | | **Referee 2** | |
| **Name** |  | **Name** |  |
| **Address** |  | **Address** |  |
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| **Occupation** |  | **Occupation** |  |
| **Telephone No** |  | **Telephone No** |  |
| **Previous and/or current employers may be approached for reference reports prior to interview. We can only make a formal offer of employment once we have received these references.**  **Please indicate if you do/do not wish us to request references prior to interview.**  Yes  No | | | |

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| 1. **CONDITIONS**   Only applications which contain all the requested information will be considered. We do not accept CV’s. Information in support of your application will not be accepted after the closing date for receipt of application. Late applications will not be accepted.  Please ensure adequate postage is used as first class letter postage is not always sufficient.  If you are successful at interview, a complete enquiry into your eligibility will be made. This will cover any educational or professional qualifications, professional membership and/or employment history that you record in this form. |

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| 1. **DECLARATION**   The information I have provided in this form is complete and accurate to the best of my knowledge. I understand that if it is found that any statement is inaccurate, misleading or incomplete, I will be liable for disqualification or, if appointed, to dismissal.  I confirm that I have read and agree the conditions and declaration above:  Name: Date:  If you are successful at interview we will ask you to sign this form. |

**The Protection of Children (Scotland) Act 2003**

Childcare organisations have a duty to comply with the requirements of the Protection of Children (Scotland) Act 2003.

**The Disqualified from Working with Children List (the List)**

* The Act requires Scottish Ministers to maintain a List of persons considered unsuitable to work with children. Persons listed are disqualified from working with children and young people under the age of 18 years.

# Duty to Consult the List

* The Act makes it an offence for an organisation to offer work in a childcare position to a listed person. Organisations employing people working (paid or unpaid) in childcare positions will have to check that prospective employees are not listed. The means of access to the details held on the List is via an Enhanced Disclosure from Disclosure Scotland.

## Duty to Refer to the List

* Employers have a duty to make a referral to Scottish Ministers if an employee or volunteer harms a child/young person or puts them at risk of harm **and** is dismissed or moved away from access to children as a consequence.

Furthermore an employee who harms a child or puts a child at risk of harm **and** would have been dismissed if they had not resigned, retired, been made redundant or left at the end of a temporary contract, must also be referred to Scottish Ministers.

Offence for anyone on the List to apply for work in a childcare position

* Persons listed are disqualified from working with children and will be committing a criminal offence if they apply for, offer to do, accept or do any work in a child care position.

Please click the box to indicate you have read this page.

**STRICTLY CONFIDENTIAL**

Supplementary to Application Form for Persons Applying for Posts which are excepted under the Rehabilitation of Offenders Act 1974.

Please complete this form and return it with your application.

Because of the nature of the work for which you are applying, this post is exempt from the provisions of 2.4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the employer. Any information will be completely confidential and will be considered only in relation to this application.

Have you ever been convicted of a criminal offence by a Court of Law (with the exception of minor motoring offences or offences committed as a juvenile under the age of 16)?

Yes  No

If yes, please give details including the offence and the date:

Signed as a correct statement

Date

If you are chosen for interview we will ask you to sign this form.