



## APPLICATION FOR

## EMPLOYMENT

### PERSONAL DETAILS

FIRST NAME: \_\_\_\_\_

SURNAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Are you registered with the SSSC (Scottish Social Services Council) YES/NO  
Registration Number \_\_\_\_\_

### OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_

APPROVED \_\_\_\_\_

INTERVIEW PANNEL \_\_\_\_\_

2 REFERENCES OBTAINED \_\_\_\_\_

START DATE \_\_\_\_\_





## EDUCATION

Secondary Education	From	To	Subjects	Grades

## FURTHER EDUCATION

College/University	From	To	Course	Qualifications Obtained

## PROFESSIONAL QUALIFICATIONS

Qualifications	Date obtained	Institute



**PREVIOUS EMPLOYMENT**

NAME AND ADDRESS OF EMPLOYER	JOB TITLE AND MAIN RESPONSIBILITIES	DATES		
		FROM	TO	



**ADDITIONAL INFORMATION**

Please show that you have the knowledge asked for in the Employee Specification gained through either work, Education, home or voluntary activities

Please show that you have the experience asked for in the Employee Specification gained through either work, education, home or voluntary activities



Please show that you have the skills asked for in the Employee Specification gained through either work, education, home or voluntary activities

Please use this section to provide any additional information you feel supports your application for the position. (You may continue on another sheet but please do not exceed 2 sides of A4)



## CRIMINAL CONVICTIONS C1 FORM

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

**Criminal Convictions** - This post is exempt from the Rehabilitation of Offenders Act 1974. A criminal record check has to be carried out following the offer of employment, which will be conditional until the check has been complete and is satisfactory.

### Previous Convictions

Offence	Date	Sentence / Fine

### Current Convictions

Offence	Date	Sentence / Fine

**Please sign and return this form, even if entries are nil, in the envelope provided**

### DECLARATION

I certify that all information contained in this form is true and correct to best of my knowledge, and realise that any false information or omission may lead to dismissal.

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

NOTE: This information will be treated confidentially and will be shredded on completion of criminal records check.



## Protection of Children (Scotland) Act 2003, Self-Declaration

**Before answering the questions below, please read the following notes**

Under section 11 of the Protection of Children (Scotland) Act 2003, an individual who is disqualified from working with children will commit an offence if they apply for, offer to do, accept or do any work in a childcare position. An organisation will also be guilty of an offence if they knowingly employ, whether paid or unpaid, a disqualified person in a childcare position.

Under Section 17 of the Protection of Children (Scotland) Act 2003, a person is disqualified from working with children if they are:

- Included (otherwise than provisionally) in the Disqualified from working with children list established under Section 1 (1) of the Protection of Children (Scotland) Act 2003.
- Included (otherwise than provisionally) in the list kept under Section 1 of the Protection of childcare Act 1999.
- On List 99 and subject to the direction under subsection (1)(a) of Section 142 (prohibition from teaching etc.) of the Education Act 2002 given on the grounds mentioned in subsection (4)(b) of that section, not to carry on work to which that section applies.
- Subject to Disqualification Order with the meaning of the Criminal Justice and Court Services Act 2000.

To help us ensure that we are complying with the new child protection laws, please complete the following declaration:

<p>I confirm that I am <b>not</b> subject to any of the disqualifications set out in Section 17 of the Protection of Children (Scotland) Act 2003</p> <p>Signed _____</p> <p>Date _____</p>	<p>OR</p>	<p>I am the subject of disqualification from working with children under Section 17 of the Protection of Children (Scotland) Act 2003</p> <p>Signed _____</p> <p>Date _____</p>
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**DATA PROTECTION NOTIFICATION:**

(Please read this carefully before signing this application)

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf.

AUTHORISATION: I have read the Data Protection notification and understand and agree to the use of my personal data in accordance with the Data Protection Act 1998.

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

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I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce one of the following documents from the list below:-

- a UK passport
- an EU passport or national identity card
- a UK residence permit issued by the Home Office
- an application registration card issued by the Home Office to an asylum seeker stating that the holder is permitted to take up employment

**or two from the following:-**

- an official document bearing a national insurance number along with:-
  - a birth certificate, or
  - a letter from the Home Office, or
  - an immigration status document
- a work permit, along with:-
  - a passport, or
  - a letter from the Home Office

In either case, these must confirm the holder has permission to enter or remain in the UK and take the work permit employment in question.

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



## REFERENCES

Please provide the names of two people who can provide a written reference for you. One of who should be current or most recent employer.

REFEREES DETAILS	JOB TITLE
NAME:  ADDRESS:  POSTCODE:  TEL NO:	
NAME:  ADDRESS:  POSTCODE:  TEL NO:	

References may be followed up prior to interview.

Any appointments to the post will be subject the satisfactory references which will be include information on applicants:

- Sickness Record
- Punctuation
- Performance at work
- Commitment and reliability
- Working relationship with other staff

## DECLARATION

I certify that to the best of my knowledge any information provided in my application is correct. I understand that any offer of employment following an interview is conditional of references and the outcome of a PVG check. I understand that if i provide false information or omissions it will result in my application being rejected or the termination of my employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_