

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

1. POST DETAILS	VACANCY REFERENCE:
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DEPARTMENT:		POST TITLE:	
FULL TIME/PART TIME/JOBSHARE: (see note 1)			

2. PERSONAL DETAILS

SURNAME:		FORENAME(S)	
FORMER SURNAME:		FORMER FORENAME:	
ADDRESS:		HOME TEL:	
		DAYTIME TEL:	
		MOBILE TEL:	
		E-MAIL:	

DO YOU HOLD A CURRENT FULL DRIVING LICENCE?	YES/NO
ARE YOU A CAR OWNER?	YES/NO
GIVE DETAILS OF ANY DISQUALIFICATIONS/ ENDORSEMENTS:	

A) Have you been previously employed by Loretto H.A./Loretto Care?	Yes/No
B) Are you related to a member of staff/committee member of Loretto H.A./Loretto Care?	Yes/No
C) Are you an acquaintance of a Loretto Service User or Tenant?	Yes/No
IF YES PLEASE DETAIL BELOW	

ARE YOU REGISTERED UNDER THE WORKERS REGISTRATION SCHEME? (see note 2- all applicants will be asked to produce appropriate documents at interview)	YES/NO
ARE YOU LEGALLY PERMITTED TO TAKE EMPLOYMENT WITHIN THE UK? (see note 2- all applicants will be asked to produce appropriate documents at interview)	YES/NO

Where did you see this post advertised?	
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GUARANTEED INTERVIEW



Loretto Housing Association and Loretto Care subscribes to the five commitments of the Positive About Disabled People Scheme and therefore will guarantee an interview to all disabled applicants who meet the minimum criteria for the job as set out in the person specification.

Please tick this box if you consider yourself to be a disabled person and would like to apply for a guaranteed interview.

3. QUALIFICATIONS (please provide details of secondary and further education)

EDUCATION/QUALIFICATIONS	BAND/GRADE	DATES OBTAINED

3. QUALIFICATIONS CONTINUED...

PROFESSIONAL, OTHER RELEVANT QUALIFICATIONS OR TRAINING INCLUDE MEMBERSHIPS OF PROFESSIONAL INSTITUTES OR SOCIETIES	BAND/GRADE/ MEMBERSHIP NUMBERS	DATES OBTAINED

SSSC REGISTRATION OR OTHER RELEVANT BODIES (detail if registration is current or former, reasons if registration has ceased)	SSSC REGISTRATION NUMBER	CONDITIONS APPLYING OR APPLIED

4. EMPLOYMENT (starting with present or most recent)

NAME & ADDRESS OF MOST RECENT EMPLOYER:

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POSITION HELD:

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PRESENT/ MOST RECENT SALARY:

--

MAIN DUTIES/ RESPONSIBILITIES:

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DATE APPOINTED:

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PERIOD OF NOTICE REQUIRED (if relevant)

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REASON FOR LEAVING/ DATE OF LEAVING OR REASON FOR WISHING TO LEAVE:

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4. EMPLOYMENT CONTINUED... (previous posts with most recent shown first- continue on separate sheet if necessary). Please provide details of employment including reasons for any gaps in employment and any voluntary work

FROM	TO	EMPLOYERS ADDRESS	POSITION HELD/ MAIN DUTIES	REASON FOR LEAVING

5. REFERENCES (see note 3)

REFEREE 1			
NAME:			
DESIGNATION:			
RELATIONSHIP TO APPLICANT/ OCCUPATION:			
ADDRESS:			
POSTCODE:		TELEPHONE:	
<i>Can we approach this referee now? Yes/No</i>			

REFEREE 2			
NAME:			
DESIGNATION:			
RELATIONSHIP TO APPLICANT/ OCCUPATION:			
ADDRESS:			
POSTCODE:		TELEPHONE:	
<i>Can we approach this referee now? Yes/No</i>			

6. ABSENCES (see note 4)

PLEASE GIVE DETAILS OF ANY PERIODS OF ILLNESS WHICH HAVE CAUSED YOU TO BE ABSENT FROM WORK IN THE PAST 2 YEARS:	
DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?	YES/NO
IF YES, DO YOU HAVE ANY SPECIAL REQUIREMENTS FOR INTERVIEW?	

**STATEMENT IN SUPPORT OF APPLICATION
(Continue on a separate page if necessary)**

Please consider the person specification and job description carefully and then tell us how you meet the requirements for the post from the skills, abilities, experience and knowledge you have gained. You may wish to draw on paid employment, voluntary work or life events.

DECLARATION: *ALL APPLICANTS MUST SIGN THIS SECTION*

I declare that all information contained in this application for employment is true and accurate to the best of my knowledge. I understand that false information, omissions or misleading statements may invalidate the application, could lead to the withdrawal of any offer of employment prior to work commencement or could result in summary dismissal if employment has commenced.

I have read and understood the attached guidance notes and relevant statements and I accept that Loretto Housing Association and Loretto Care will use the information contained in this application form, to consider my application and that it will be retained in a personnel file if I am successful.

Signed: _____ Date: _____

LORETTO HOUSING ASSOCIATION
LORETTO CARE

EQUAL OPPORTUNITIES MONITORING QUESTIONNAIRE

Loretto wishes to ensure that employment is offered regardless of personal characteristics and selection is based on skill, ability and qualifications.

To enable us to do this, please provide the following information as requested below.

This information is confidential and your response will not affect your application. Questionnaires are separated from applications on receipt and are not seen by the interview panel.

You may also choose not to respond.

This information supplied will be used only for statistical purposes.

PLEASE TICK OR SPECIFY

GENDER

MALE	
FEMALE	

ETHNIC ORIGIN

Black – Caribbean		Asian Chinese		White Irish	
Black – African		Asian Indian		White Scottish	
Black – Other Background		Asian Pakistani		White Other British	
Mixed Background		Asian Bangladeshi		White Other	
Other Ethnic Background		Asian Other Background		Not Known	

RELIGIOUS BELIEF

Sikhism	
Christianity	
Hinduism	
Buddhism	
Islam	
Judaism	
None	
Other	

AGE RANGE

16 – 17	
18 – 24	
25 – 39	
40 – 59	
60 – 65	
66 +	

CARE FOR DEPENDANTS

0 – 5 (years)		Care of partner / other	
6 – 16 (years)		Care of elderly relation	

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY?

YES		NO	
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For Office use only

Date: _____
 Post applied for: _____
 Project: _____
 Recruited By: _____

CRIMINAL CONVICTIONS DECLARATION FORM

Private and Confidential

1. GUIDANCE NOTES (Please read carefully)

If you are applying for a post which is excluded and exempted from the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 you are therefore required not to withhold information about criminal convictions which for other purposes are spent. In effect this means if you are applying for such a position in the organisation you cannot withhold any previous convictions and you must inform us of all convictions.

Candidates with no previous convictions and with no criminal court case(s) pending should also complete the relevant sections.

Loretto Housing Association and Loretto Care undertake to make recruitment decisions based upon the skills, abilities and qualifications of applicants. We will treat all applicants fairly and do not discriminate against applicants with criminal convictions. The organisation has a policy on recruitment of ex-offenders, if you wish a copy please contact Human Resources on 0141 420 7950.

The information requested will be kept separate from the application form to protect confidentiality. You should complete the form and return with your application form. This form will be placed in a *secure file* and will only be viewed for successful candidates. The information you have given will be checked with your Disclosure Certificate or *PVG Scheme Record/PVG Scheme Record Update*. If you answer YES to the declaration(s) the information that you provide will be treated in the strictest confidence and will not automatically exclude you from further consideration for this or any other vacancy. The information will be made available only to staff involved in the recruitment and selection of the position for which you are applying.

If you are successful in your application for the post you will be asked to apply for a basic or standard disclosure dependent on post, a PVG Scheme Record if you are new to regulated work or a PVG Scheme Record/Update if you are currently a member of the PVG Scheme. A basic disclosure provides vetting information relating to unspent convictions and whether an individual is included on the sex offenders register. A standard disclosure provides similar information but also includes convictions and any cautions. In addition to this the PVG Record also includes any prescribed civil orders and additional information from Police records which are considered relevant for the position for which you apply. All Disclosure Certificates/PVG Scheme information will be destroyed in line with the Code of Practice. A record that a Disclosure has been carried out or that you are a member of the PVG Scheme will be held for successful candidates. In the event of employment any failure to disclose all convictions could result in dismissal or disciplinary action in relation to an application for positions when exemption is appropriate.

CRIMINAL CONVICTIONS DECLARATION FORM

Surname: _____ Forename: _____

Address: _____

_____ Postcode: _____

2. DECLARATION

(Please read the guidance note above answering the declaration and tick the appropriate statement)

a) Have you ever been convicted of a criminal offence? YES NO

b) Do you have a court appearance pending or have you been charged by the Police with a criminal offence? YES NO

3. ADDITIONAL DETAILS

If you answered YES above, please supply the following details:

DATE	REASON FOR CONVICTION	SENTENCE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I CERTIFY THAT: I have read the Guidance Notes and have not withheld any information that may affect my application. I understand that false information or omissions may lead to dismissal. The information supplied above may be verified by Loretto Housing Association and Loretto Care. I consent to the processing of the data in accordance with the current Data Protection Legislation.

Signature: _____ Date: _____