

Employment Application Form

The support you need for the life you want

Please note that CVs will not be accepted and only those applicants selected for interview will be notified.

Post applied for _____ Closing date _____

PERSONAL DETAILS

First name _____ Surname _____

Home address _____

Postcode _____ Email _____

Tel. no. (day) _____ (evening) _____ (mobile) _____

With discretion may we telephone you during the day? YES NO

GENERAL DETAILS

Have you been interviewed by Share Scotland before? YES NO

Are there any dates on which you could not attend an interview? _____

If appointed when would you be able to take up this post? _____

Do you hold a current full UK driving licence? YES NO

Are you currently a member of the Protecting Vulnerable Groups (PVG) Scheme working with protected adults? YES NO

Are you currently a member of the Protecting Vulnerable Groups (PVG) Scheme working with children? YES NO

EDUCATION, QUALIFICATION DETAILS

Subjects taken at school		Qualifications gained (including grades)	
Subjects taken in higher education	Qualifications gained (including grades)	Name of educational establishment, e.g. college, university	

You may be required to produce evidence of qualifications

SHARE Scotland, 6B Moorpark Court, 33 Dava Street, Govan, Glasgow G51 2JA

Tel: 0141 445 8992 Fax: 0141 445 6988

enquiries@sharescotland.org.uk

www.sharescotland.org.uk

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INVESTOR IN PEOPLE



For office use only

ref.1

ref.2



As, & Im.

PVG

FURTHER TRAINING

Date	Course and details

HOBBIES/INTERESTS

SUPPORTING STATEMENT

Please state below why you are applying for this job and tell us why you believe your personal attributes make you the right person for this job.

EMPLOYMENT HISTORY

Starting with your present/most recent employer, including temporary/ work experience or voluntary work (where this has been your main job at that time).

Dates (month/year)	Name and address of employer/organization	Job title and description of main duties/responsibilities	Reason for leaving

Please account for any periods not covered in previous sections

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REFERENCES

Please give the name of two work experience referees, one of whom must be your present or most recent employer.

Name _____
Address _____

Postcode _____
Tel. no. _____
Email _____
Position _____
Has known me _____ years
In what capacity _____

Name _____
Address _____

Postcode _____
Tel. no. _____
Email _____
Position _____
Has known me _____ years
In what capacity _____

If your present/ most recent employer is not one of your referees, please state why.

References will only be obtained, after interview, for successful candidates.

If you are successful at interview and a job offer is made, employment will be subject to you completing a satisfactory 'employee medical questionnaire', and any consequent health checks that Share Scotland may deem necessary.

CANDIDATES DECLARATION

CRIMINAL CONVICTIONS

All new employees with Share Scotland are required to be police checked by Disclosure Scotland through the Protecting Vulnerable Groups (PVG) Scheme. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, this post is exempt from the provision of the Act. You are therefore obliged to give details of any previous 'spent' and 'unspent' convictions. Only those candidates who are appointed will be subject to the criminal convictions check for which there is a modest charge, payable by you on completion of the PVG Scheme Member Application Form.

1. Have you ever been convicted of a criminal offence or do you have any criminal charge(s) pending? YES NO

Please complete the accompanying 'Disclosure of Criminal Convictions' form contained within the 'Criminal Convictions Declaration' folder under Vacancies at www.sharescotland.org.uk/Vacancies/. This form will be kept private and confidential. Please note that applications will not be accepted unless both the application and disclosure of criminal convictions forms have been completed and submitted.

2. We guarantee disabled applicants an interview if they meet the essential criteria for the job.

Do you consider yourself to have a disability? YES NO

If yes, please tell us of any special arrangements that you need at interview, e.g. wheelchair access etc.

3. AVAILABILITY FOR WORK

Are you subject to immigration control? YES NO

Are you legally eligible for employment in the UK? YES NO *proof of eligibility will be requested*

I confirm that the information I have given on this form is correct and complete and that any untrue or misleading statements may be sufficient grounds for rejecting my application, cancelling any contractual agreements offered or, if employed, dismissal without notice.

I have read and understood the accompanying information in relation to SHARE Scotland's policy statement on the employment of ex-offenders and obligations under The Asylum and Immigration Act 1996. I understand that the information contained in this application will be processed in accordance with the Data Protection Act.

Signed _____ Date _____

When you have completed your application form please press 'SUBMIT'

***Please note that this works in most browsers but if you experience difficulty, then email your saved pdf to: enquiries@sharescotland.org.uk**