

*The information you provide on this form will be treated in confidence.*

# **Application form**

***(PLEASE TYPE* OR *WRITE IN BLOCK CAPITALS USING BLACK INK)***

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **Contract (Full-time/ Part-time):** |  |
| **Available start date:** |  |
| **How did you hear about us?** |  |

## **Personal details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename(s):**  |  | **Surname:** |  |
| **Date of Birth:**  |  | **Email address:** |  |
| **Daytime Tel No.:**  |  | **Evening Tel No.:** |  |
| **Address:**  |  | **Postcode:** |  |
| **Nationality:**  |  | **National Insurance No:** |  |
| **Do you require a visa to work in the UK?** |  | **When does your visa expire?** |  |
| **Do you have a Right to work in the UK?** |  |

|  |  |
| --- | --- |
| **Do you have a Full Valid UK/EU Driving License?** |  |
| **Do you have access to a car for this role** |  |
| **Do you speak or read any other languages?** **(If yes, please give details)** |  |
| Please bring your Right to Work document, ID or Passport, Education and training certificates on the day of the interview. |

## **Emergency Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Forename(s):**  |  | **Surname:** |  |
| **Relationship**  |  | **Email address:** |  |
| **Daytime Tel No.:**  |  | **Evening Tel No.:** |  |
| **Address:**  |  | **Postcode:** |  |

## **Education and training**

Please give details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Schools/ University attended** | **Place of Study** | **Date** | **Qualifications** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **Further Education**

Please give details **(including Care certificates):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Training/ Qualifications** | **Place of Study** | **Date** | **Issuing Body** |
| **From** | **To** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## **Employment history**

|  |
| --- |
| **Present or Most Recent Employer:** |
| **Type of Business:** | **Job Title:** | **Salary:** |
| **Start date:** |  **Leaving date:** | **Reason for leaving:** |
| **Address:** **Post code:** |
| **Main Duties/Responsibilities:** |

### **Previous employers**

Please provide full employment history: career history from the age of first employment (use a continuation sheet if necessary).

Information must outline all periods of employment or self-employment (whether or not related to health or social care), showing beginning and end dates, (actual or approximated month and year), together with an explanation of periods of non-employment.

|  |
| --- |
| **Previous Employer:** |
| **Type of Business:** | **Job Title:** | **Salary:** |
| **Start date:** |  **Leaving date:** | **Reason for leaving:** |
| **Address:** **Post code:** |
| **Duties/Responsibilities:** |

|  |
| --- |
| **Previous Employer:** |
| **Type of Business:** | **Job Title:** | **Salary:** |
| **Start date:** |  **Leaving date:** | **Reason for leaving:** |
| **Address:** **Post code:** |
| **Main Duties/Responsibilities:** |

**Gaps In Education/ Employment History**

If unemployed for any period of your adult life, please provide statement detailing reasons for unemployment.

|  |  |
| --- | --- |
| **Date** | **Comments** |
| **From** | **To** |
|  |  |  |
|  |  |  |
|  |  |  |

## **Supporting statement**

Please tell us why you applied for this job and why you think you are the best person for the job. Attach your CV, detailing any gaps below.

If the space provided is insufficient, you may add a separate attachment.

|  |
| --- |
|  |

## **Interview arrangements and availability**

If you have a disability, please tell us if there are any reasonable adjustments, we can make to help you attend the interview. (We will provide access, equipment, or other practical support).

|  |
| --- |
|  |

Are there any dates when you will not be available for interview?

|  |
| --- |
|  |

**Disability Discrimination Act**

|  |
| --- |
| This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long-term effect on his or her ability to carry out normal day to day activities.  |

**Do you have a disability which is relevant to your application?**

## **Yes ☐ No ☐**

|  |
| --- |
| **If yes, please give details:** |

## **Rehabilitation of Offenders Act (1974)**

## Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. If you are in doubt as to whether you need disclose a prior conviction, you should declare it.

## **Do you have any convictions that are unspent under the Rehabilitation of Offenders Act 1974?**

## **Yes ☐ No ☐**

|  |
| --- |
| **If yes, please give details / dates of offence(s) and sentence:** |

**Protecting Children and Vulnerable Adults**

An Enhanced Criminal Check by Disclosure Scotland is required before commencing work with vulnerable adults. You will be asked to join the Protection of Vulnerable Group (PVG) scheme and with the Scottish Social Service Services (SSSC), if you are successful in the interview process.

**Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?**

**Yes ☐ No ☐**

|  |
| --- |
| **If yes, please give details / dates of offence(s):** |

## **References**

Please give the names and contact details of your **two most recent employers/ education institutions.** These referees should have management responsibilities and be able to comment on your professional competence and personal qualities.

**(Referees will be contacted following successful interviews)**

|  |  |
| --- | --- |
| **Name:** | **Job Title:** |
| **Address:** | **Post code:** |
| **Tel No.:** | **Official email address:** |
| **Was this person your manager?** | **If no, please state relationship?** |

|  |  |
| --- | --- |
| **Name:** | **Job Title:** |
| **Address:** | **Post code:** |
| **Tel No.:** | **Official email address:** |
| **Was this person your manager?** | **If no, please state relationship?** |

## **Declaration**

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal. I agree that Fairview Professional Services can create, process maintain and store both electronic and paper records of personal details, in accordance with GDPR.

I am aware that the appointment will be subject to a satisfactory medical declaration, and if appropriate, confirmation of statutory Qualification/ Registration, a criminal record disclosure check and checks under the Asylum and Immigration Act 1996. I will inform Fairview Professional Services of any criminal offences including motoring offences after the application date.

**Name: Signature: ........................................................**

**Date:**

**Please return your completed form to:**

**Fairview Professional Services Ltd, 97 Kirkhill Road, Penicuik, EH26 8JF or email to fairviewps@yahoo.com**

**Equal Opportunities Monitoring Form**

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by the Human Resources purely for monitoring purposes.

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

**Gender**

Female: ☐ Male: ☐ Other: ☐

**Age Group**

16 – 25: ☐ 26 – 35: ☐ 36 – 45: ☐

46 – 55: ☐ 56 – 65: ☐ 65+: ☐

**Marital Status**

Single: ☐ Married: ☐ Divorced: ☐

Widowed: ☐ Separated: ☐ Other: ☐

**Ethnicity**

**WHITE MIXED ASIAN**

British ☐ White and Black Caribbean ☐ Indian ☐

Irish ☐ White and Black African ☐ Pakistani ☐

Other White ☐ White and Asian ☐ Bangladeshi ☐

 Other Mixed **☐** Other Asian **☐**

**BLACK OR BLACK BRITISH CHINESE OR OTHER ETHNIC GROUP**

Caribbean ☐ Chinese ☐

African ☐

Other ☐

**ANY OTHER ETHNIC GROUP**  ☐ PLEASE SPECIFY