**Job Application Form**

**Position applied for**

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| Job Title |
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**Personal Details**

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| --- | --- | --- | --- | --- |
| Surname |  | Initial of First Name |  | |
| Address |  | NI Number |  | |
| Home Telephone |  | |
| Mobile Telephone |  | |
| Postcode |  | May we telephone you at work? | | Yes  No |
| Email |  | Do you hold a valid UK driving licence? | | Yes  No |

**Eligibility to work in the UK & Ireland:**

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| --- | --- |
|  | |
| You must bring the original documentation if invited to an interview as evidence of your entitlement to work in this country. Failure to do so will invalidate your application.  Please confirm which of the following you have: | |
| British Passport or UK birth certificate & letter | Certificate of registration / naturalisation as a British Citizen |
| Passport showing right to live & work in the UK | EEC passport or identity card plus required work registration letter |
| Non-European passport with relevant work visa | Any other document that supports your eligibility to work in the UK |

**Education & Training**

Secondary Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Year | Level & Subject | Grade |  | Year | Level & Subject | Grade |
|  |  |  |  |  |  |  |
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University/college (please include current studies)

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| --- | --- | --- | --- | --- |
| From | To | Institution Attended | Degree(s), Diploma(s) obtained | Date Awarded |
|  |  |  |  |  |
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Any other relevant qualifications and membership of professional bodies

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| Qualification & Subject | Place Attended | Date Awarded |
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| Please name professional bodies you hold a current membership for (such as SSSC, NMC etc) | Registration No | |
|  |  | |

Details of any other relevant training

|  |  |
| --- | --- |
| Course Title | Date Attended |
|  |  |

Present/most recent employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and address | | | | |
|  | | | | |
| Telephone |  | Date of appointment |  | |
| Position held |  | Notice period required or date employment ended |  | |
| Position responsible to |  | Reason for leaving | | Salary |
|  | |  |
| Brief description of duties | | | | |
|  | | | | |

Previous employment

(Begin with most recent and include periods of unemployment.)

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| --- | --- | --- | --- | --- | --- |
| From (MMYY) | To (MMYY) | Employer | Position Held | Salary | Reason for Leaving |
|  |  |  |  |  |  |
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Other relevant information: Have you been subject to any formal investigations or disciplinary proceedings in the last 12 months of your current or most recent employer? Yes  No

If so please provide details:

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**Personal Statement**

Please set out how you meet the criteria set out in the person specification for the job which you are applying for.

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**Hobbies and Interests**

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**Disability Confident Employer**

Better Lives Partnership is a Disability Confident Leader.

Better Lives Partnership is committed to creating and sustaining a positive and inclusive working environment for our employees. Our aim is to ensure that employees are equally valued and respected and that our organisation is representative of all members of society. We define diversity as valuing everyone as an individual – we value our employees, job applicants, young people, staff members, associates and visitors as people. This is reflected within our values.

If you wish to disclose a disability, Better Lives Partnership will guarantee you an interview if you are disabled and meet the essential criteria for the role as set out in the person specification.

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| Disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities.  Please tick the relevant box  Do you consider yourself to be disabled |
| Yes  No |
|  |

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| Do you require any adjustments to be made for the interview? |
| Yes  No  If yes please tell us what adjustments you require for the interview |

**Conflict of Interest**

Please use this space to disclose any existing relationship you have with Better Lives Partnership or any staff of Better Lives Partnership.

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**Referees**

Better Lives Partnership require 2 written employers’ references, where appropriate, prior to making an appointment. One must be from your present or most recent employer and one must be from your last employer where you engaged in a role that had contact with children and/or vulnerable adults. References are only taken up for candidates who receive a conditional offer of employment through our reference request template.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Current / Most recent employer | Previous employer | Other |
| Name |  |  |  |
| Job Title |  |  |  |
| Employer this relates to |  |  |  |
| Work address (inc postcode) |  |  |  |
| Telephone |  |  |  |
| Email |  |  |  |

**Disclosure of Criminal Convictions**

Better Lives Partnership acknowledges the duty of care to safeguard, protect and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Disclosure Scotland requirements.

This post is subject to the regulations of working with children and vulnerable adults and the successful applicant will be required to obtain a PVG certificate.

Candidates invited to interview will be required to complete a self-disclosure form.

Please note that we are required to refer applications from people who are barred from working with children and vulnerable adults to Disclosure Scotland.

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| Are you a member of the Protecting Vulnerable Groups Scheme for regulated work? |
| Yes, my Scheme Membership is in relation to regulated work with: Children  Vulnerable adults both Children and Vulnerable Adults  No, I am not a Scheme Member |

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that the information I have given in the application is, to the best of my knowledge, complete and accurate and that false information, omissions or misleading statements may lead to any offer of employment being withdrawn or dismissal without notice.  I understand that disclosure information will be sought in the event of a successful application.  I understand and agree that data contained in this application, together with the information supplied by referees and/or relevant third parties, will be used and processed for recruitment purposes and that, if I become an employee, it will used for employment purposes. All information will be kept in accordance with our Data Protection Policy.  Please contact us if you need this Application Form in an alternative format | | | |
| Signature: |  | Date: |  |