

APPLICATION FORM – CONFIDENTIAL

The information supplied on this application form will be used to evaluate your suitability for employment at Post-Adoption Centre. Please read the guidance notes before completing these forms.

Position Applied for:	
Where did you hear of this vacancy?	
Personal Information	
Title: (Please specify)	Mr/Mrs/Miss/Ms
Last Name:	
First Name(s):	
Address:	
Daytime telephone number:	
Evening telephone number:	
Contact Email address:	

Qualifications and Training					
Dates		Secondary School/College/ University/Training Organisations	Qualifications	Subject	Grade Obtained
From	To				

Membership of Professional bodies:	
Name: Membership/Status:	Renewal Date: Number:

Employment Experience

Please give details of your present or most recent employment/voluntary work first and then work backwards. Include a note of all periods of unemployment, travel etc. in the space provided so there are no gaps in the record. (If you have any additional previous employment, please give details on a separate sheet using the same format)

Date from/to (month/year)	Employers name and address and nature of business	Job title(s) and brief description of duties	Current salary or final salary (for last post only) and reason for leaving

Gaps in your employment – Please provide information of any gaps in employment

From (month/year)	To (month/year)	Reason

Relevant Experience

Please tell us why you are applying for this position and how your experience, skills and qualifications make you a suitable candidate for this post. Please focus your response on the abilities and or competencies required for the role giving evidence of your experience to date. The information you provide will be the basis for shortlisting and you may find it useful to refer to the *Guidance notes* attached before completing this section. You may continue on a separate sheet if necessary.

Do you have any experience of adoption? Please provide details.

Other experiences: interests, voluntary work, etc.

Health

Have you any physical or mental illness or disability? If yes, please give details.
If you are registered with the Department of Employment as a disabled person, please provide number.
Have you had any hospital treatment in the past 5 years?
How many days off due to illness have you had in the last 2 years?
If a medical examination is required (at our expense) are you willing to undertake one?

Criminal Record

As the Post-Adoption Centre meets the requirements in respect of exempted occupations under the Rehabilitation of Offenders Act 1974, all applicants who are offered relevant employment will be subject to a criminal record check from the Criminal Records Bureau (Disclosure Scotland for posts in Scotland) before employment can commence. This will include details of convictions, cautions, reprimands or final warnings.

With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offences.

Declaration of Criminal Record

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police? (Please note that the post you have applied for is exempt from the Rehabilitation of Offenders Act 1974, which means that all convictions, cautions, reprimands and final warnings on your criminal record need to be disclosed, both spent and unspent).

Yes No

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

Yes No

If you answered yes to one or both of the above, please give details of all offences, penalties and/or police enquiries and dates on the next page, marked Criminal Record, in this application form.

Are you subject to any current outstanding disciplinary action or legal proceedings? Yes No

If yes please give details

Details of Declaration of Criminal Record

Please give details below:

References (Please refer to guidance notes before completing)

Please ensure that you give a minimum of two references which cover at least the last 5 years of your employment. The **first** of your references **must** be your **present employer and your relevant line manager**. If you are unemployed, this should be your last employer, or if this is your first job, your head-teacher or college tutor. Please note that Post-Adoption Centre reserves the right to take up references in respect of **any** previous employment paid or unpaid, without further notification to you. You may also provide the name of a personal referee as well as your employment references if you wish.

Current Employer

Name:

Job Title:

Organisation:

Organisational Address (in full):

Telephone Number:

How do you know them?

Previous Employer

Name:

Job Title:

Organisation:

Organisational Address (in full):

Telephone Number:

How do you know them?

Previous Employer

Name:

Job Title:

Organisation:

Organisational Address (in full):

Previous Employer/Personal Referee*

(*please delete as appropriate)

Name:

Job Title:

Organisation:

Organisational Address (in full):

Telephone Number:

How do you know them?

Telephone Number:

How do you know them?

Can we contact your current employer prior to any conditional offer of employment? Yes No

Declaration

I confirm that the information I have given is correct and complete and that any false statements or omissions may render me liable to dismissal without notice. I also confirm that I am not disqualified from working with children. Because of the sensitive nature of the duties the postholder will be expected to undertake, I understand that an Enhanced Disclosure will be sought in the event of a successful application.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee, the information will also be used for employment related purposes. I agree to the Post-Adoption Centre holding and processing this information.

Name:

Date:

Signed:

