

# Employment Application

(Please use block capitals throughout application. Full and accurate details are required, any inaccuracy or omission in the information supplied may prejudice employment).

Position applied for:

Where did you hear of this vacancy i.e. website (please specify which website), newspaper advertisement, "Recommend a Friend" scheme (please note name of friend), other?

## PERSONAL DETAILS

Surname: \_\_\_\_\_ Forenames \_\_\_\_\_  
Address: \_\_\_\_\_  
Postcode \_\_\_\_\_  
Home Telephone No: \_\_\_\_\_  
Mobile Telephone No: \_\_\_\_\_  
Email: \_\_\_\_\_

Applications should be marked "Confidential" and returned to the Personnel Department at the address below:

**Brothers of Charity Services (Scotland)**  
**Triest House, Bridge Street, Galashiels TD1 1SW**  
A company limited by guarantee Reg in Scotland No SC318036 Charity No SC037943

**Eligibility to work**

Have you ever lived (since birth) or worked overseas?                      Yes                      No

Do you need a work permit to take up employment in the UK?                      Yes                      No

If successful you must provide satisfactory evidence of your eligibility to work in the UK and a police check from any countries where you have been resident.

**Have you ever worked for**

Brothers of Charity Services (Scotland) before?                      Yes                      No

Have you ever applied for a position with  
Brothers of Charity Services (Scotland) before?                      Yes                      No

Are you related to anyone employed by  
Brothers of Charity Services (Scotland)?                      Yes                      No

If you answered "yes" to any of the above questions, please give full details:

Are you involved in any activity which entitles you to  
time off e.g. Local Councillor, Children's Panel etc.                      Yes                      No

**Education – Please detail all educational vocational & professional qualifications**

(continue on separate sheet if necessary)

School Attended	From	To	Examinations and Results

College or University	From	To	Courses and Results

**Education Continued**

Professional Qualifications	Date Attained	Awarding Body

Further Formal Training	From	To	Diploma/Qualification

Work Related Training Courses	Date	Name of Organisation/Training Provider

**Current Employment Details**

Name of present employer:	_____
Address:	_____ _____
Telephone No:	_____
Fax:	_____
Email address:	_____
Nature of Business:	_____
Reason for leaving current employment:	_____
How much notice are you required to give to your current employer?	_____

**Current Employment Details Continued**

Job Title	Brief Description of Your Duties

Length of Service	From:	To:
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Current Annual Salary: £
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Please confirm whether this is your only job?	Yes	No
If no, please give full details: _____ _____		

**Previous Employment Details** You must account for any gaps in your employment since leaving secondary school. (Continue on a separate sheet if necessary).

Name and Address of Employer	Dates	Position Held/Main Duties	Reason for Leaving <i>(including any dismissals)</i>

**Interests, Achievements, Leisure Activities, volunteering, (e.g. hobbies, sports, club memberships)**

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**Personal Statement**

Indicate how you meet the person specification and outline the contribution you would seek to make if appointed, in particular detailing the knowledge skills and personal experiences you can bring to the role and why you feel you are a suitable candidate for this position. (Continue on a separate sheet - page 9 of this form - if necessary).

Full Driving Licence:      Yes                                  No                  Access to Car:      Yes                  No

Endorsements (current)      Yes                                  No

If **Yes** please give details and dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Rehabilitation of Offenders Act 1974**

Our recruitment process is compliant with “The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 as amended” and entitles us as providers of care services to confirm candidate suitability for employment in this sector. You are therefore required to provide details of any unspent convictions and any spent convictions listed by Disclosure Scotland as offences that must always be disclosed.. Please refer to [www.mygov.scot/pvg-scheme](http://www.mygov.scot/pvg-scheme) for more information and guidance on Protection of Vulnerable Groups (PVG) Scheme Membership.

- Have you read and understood the the guidance relating to the PVG Scheme? Yes  No
- Are you a member of the PVG Scheme? Yes  No
- Do you have any spent convictions on the ‘always disclose list’? [www.mygov.scot/convictions-higher-disclosures](http://www.mygov.scot/convictions-higher-disclosures) Yes  No
- Do you have unspent convictions? Yes  No

**If you have answered “yes” to either of the questions relating to convictions please provide details:**

Date	Court	Offence	Disposal (charge / fine)

**Registration with Professional Bodies**

Are you a member of a Professional body (i.e. SSSC, NMC) Yes  No

If yes, please provide your registration number: .....

Have you commenced registration with SSSC since 2005? Yes  No

**Recruitment Policy**

The aim of the organisation’s recruitment and selection policy is to ensure that the most suitable candidate is chosen for the job and to provide equality of opportunity for advancement of employees including promotion and training and not to discriminate against any person because of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.

**Declaration**

I confirm that I am agreeable to Brothers of Charity Services (Scotland) undertaking the necessary checks, in relation to the Protection of Vulnerable Groups (Scotland) 2007 with Disclosure Scotland to ascertain whether any convictions, offences, warnings or cautions or other relevant information is recorded in their files.

I declare that the information given in this form is complete and accurate. I have personally completed this application. (Please indicate if you have had any assistance in the completion of the form). I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable to summary dismissal.

Signed:	Date:
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The information provided on this application will remain private and confidential and will only be used for the purpose of selection/recruitment or for subsequent employment administration if your application is successful. This form and the information in it will be retained in your Personnel file for such time as you are an employee of Brothers of Charity Services (Scotland) and for up to six years after the end of your employment. Otherwise this form will only be retained for so long as it is required in connection with your application.

## References

Please provide the names and addresses of two persons from whom we may obtain references (one referee should be your line manager with your current employer or last if currently not in employment). The Organisation will not accept references from an applicant's relatives or friends. It is assumed that applicants will have sought permission from their chosen referees prior to submitting an application, however, if you do not wish us to contact either of your referees without your approval please indicate below. On occasion an additional reference may be required, the Organisation will contact the applicant where this is deemed necessary.

Internal applicants need only supply one referee which could be their current line manager.

Name:
Position:
Organisation:
Address:
Postcode:
Tel No:
email address:
How does this person know you e.g. Line Manager (not a relative or friend).
May we approach the above Yes/No

Name:
Position:
Organisation:
Address:
Postcode:
Tel No:
email address:
How does this person know you e.g. Line Manager (not a relative or friend).
May we approach the above Yes/No

**EQUAL OPPORTUNITIES MONITORING FORM**

The aim of the Organisation’s policy is to ensure that no individual is discriminated against either directly or indirectly on grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment age or disability.

All job applicants are asked to complete an Equal Opportunities Monitoring Form, information from which is used to assist the Organisation in monitoring the effectiveness of the policy. The form will be removed from your application prior to any shortlisting process taking place. Once the information from this form has been collated, this document will be destroyed.

**Full Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Post Applied For:** \_\_\_\_\_

<b>Section 1 – GENDER</b>	
<b>Male</b>	<b>Female</b>

<b>Section 2 – AGE</b>
<b>Years:</b> _____

<b>Section 3 – DISABILITY</b> The Disability Discrimination Act 1995 makes employers, companies and service providers legally liable for discrimination against disabled people. Under this Act you are regarded as having a disability if you have a long term physical or mental impairment which affects your ability to carry out normal day to day activities. Long term is defined as lasting 12 months or more.  <b>Do you consider yourself to have a disability which may affect your work or require modification to working practice or environment?</b>  <b>Yes</b> <span style="margin-left: 200px;"><b>No</b></span>
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<b>Section 4 – NATIONALITY</b>  <b>Please specify:</b> _____
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<b>SECTION 5 - ETHNIC GROUP</b>	
<b>Asian</b> <input type="checkbox"/>	<b>Black</b>
<b>White</b>	<b>Mixed Other</b>

<b>SECTION 6 – RELIGION</b>			
<b>Christian</b> <input type="checkbox"/>	<b>Hindu</b>	<b>Muslim</b>	<b>Another Religion</b>
<b>Buddhist</b> <input type="checkbox"/>	<b>Jewish</b>	<b>Sikh</b>	<b>No Religion</b>



**Please use this page if you wish to submit additional information to support your application.**

**BROTHERS OF CHARITY SERVICES (SCOTLAND)**  
**WORK AVAILABILITY**

Please indicate below the hours you are available and willing to work.

We provide a 24 hour, 7 day a week service and have a variety of shift patterns that range from early morning, afternoon, evening, overnight and weekend work, according to support needs.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
Finish Time							

I have no restrictions and I am available to work any shift

I am able to work: ..... Hours per 4 weeks

I am unable to work:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Please note any additional information regarding your availability that you feel would be helpful:

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please use this page if you wish to submit additional information to support your application.**

## **GUIDANCE NOTES FOR THE COMPLETION OF THE APPLICATION FORM**

The application form you have received is YOUR opportunity to tell us as much about yourself as possible which will then help us decide who to invite for interview. Incomplete application forms cannot be accepted and may mean you miss the opportunity to attend an interview. Advice is given below as to what you need to do.

The application must be completed by the applicant. In circumstances where this is not possible, the applicant must declare when signing the declaration on the application form that they have had assistance with the completion of the form.

- ALL sections of the application form must be completed. This is particularly important for the section headed "Further information in support of your application".
- Information about your current and previous employment history should include clear starting and leaving dates.
- Any gaps in employment should be identified and the reasons for them given.
- Where possible please give both a landline and mobile phone number as this makes it easier to contact you.
- Before returning your form check that you have given all the information requested and that it is correct.

### **Rehabilitation of Offenders Act 1974 – PVG Scheme**

The PVG Scheme was set up to help to ensure that those who have regular contact with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour.

People who are not barred from working with children and protected adults may apply to become a member of the PVG Scheme. The PVG Scheme is administered by Disclosure Scotland and allows employers to satisfy themselves that an individual to whom they are offering regulated work is not barred from doing that type of regulated work. PVG Scheme members are continuously monitored for new vetting information and any information which comes to light which may indicate that they are unsuitable to do regulated work will lead to a consideration for listing, to be barred from the Scheme.

The law requires the following always to be disclosed –

- any unspent convictions, and
- any spent convictions contained in a list of offences that must always be disclosed.

### **Unspent Convictions**

'Unspent' convictions are convictions that the Rehabilitation of Offenders Act 1974 determines not yet to have reached the point where the person is to be treated, for most purposes, as if they had not committed the offence. Some convictions because of their nature can never become spent, for example an offence that carried a sentence of imprisonment for more than 2 years and 6 months always remains unspent. The point at which a conviction becomes spent depends on the sentence received and not the type of offence.

## Spent Convictions

The decision about whether or not a spent conviction should be disclosed will be determined by a two-stage process.

Two lists of offences have been developed - '[Offences which must always be disclosed](#)' and '[Offences which are to be disclosed subject to rules](#)'. A spent conviction for an offence which is not on either list will not usually be disclosed on a higher level disclosure.

If a conviction is spent and the offence is included on the '[Offences that must always be disclosed](#)' list, it will always be disclosed no matter how old the conviction is.

If a conviction is spent and the offence is included on the '[Offences which are to be disclosed subject to rules](#)' list ('the rules list'), consideration will be given to the age of the conviction and the age of the person at the time of conviction.

The following table relates to convictions on the 'rules list'

Age at Conviction	Period of disclosure	Treatment
18 years or older	15 years	No disclosure after 15 years
Younger than 18 years	7.5 years	No disclosure after 7.5 years

This means that a conviction on the 'rules list' will not be disclosed if it is over 15 years old for adults or 7.5 years for people aged under 18 years when convicted.

Please see [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) for further information or call the helpline on 0870 609 6006.