Job Application Form

Personal information (confidential)

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| **Position applied for:** | | | | | | | |
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| **Personal details** | | | | | | | |
| Name: | |  | | | | | |
| Address: | |  | | | | | |
| Email: | |  | | | | | |
| Telephone: | |  | | | | | |
| Do you hold a current driving licence? | | | Yes |  | | No |  |
| Do you have a current right to work in the UK? | | | Yes |  | | No |  |
| If no, please provide details. | | | | | | | |
| Are you related to, or do you know any current Columcille employees or anyone who currently uses Columcille’s services? If you do, please name them. | | | | | | | |
| **Qualifications and Training**  Provide details of relevant qualifications or training here as well as further or higher education | | | | | | | |
| Name and level | Awarding body | | | | Grade (if applicable) | | |
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| **Employment history – most recent first**  Please include information about any involvement in disciplinary/grievance procedures and any ‘live’ formal warnings. | | | |
| Name of employer | Job title | Start date | End date and reason for leaving |
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| Please note here any other employment that you would continue with if you were to be successful in obtaining this role: | | | |
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| Please clarify here any periods you were not in employment or education/training: | | | |
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| **Voluntary / unpaid work history** | | | |
| Organisation name | Role | Start date | End date and reason for leaving |
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| **References** | |
| Please note here the names, organisation name (where applicable) and contact details of two people from whom we may obtain references. One should be your current or most recent employer. We will only contact referees with your consent following a conditional offer of employment. | |
| 1. | 2. |
| Please note here any membership you hold of professional bodies, including grade of membership or other relevant details: | |

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| **Personal statement** |
| Please use this space to evidence how you meet criteria set out in the person specification for this post. You are encouraged to structure your answer clearly, and to use brief examples where appropriate. |
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| ***Data protection statement*** |
| *All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, and by the referees you have noted, for recruitment purposes only. Columcille will treat all personal information with the utmost confidentiality and in line with current data protection legislation.*  *Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.*  *For more information on your data protection rights and how we use the information you have provided, please request our Data Protection Policy.* |

*Previous Convictions*

*Legislative provisions relating to the non-disclosure of ‘spent’ criminal convictions do not apply to certain occupations.  Due to the nature of Columcille’s work, the majority of its positions are included in this excepted type of employment under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 and The Police Act 1997.  If invited for interview, we will provide a self-declaration form which we will support you to complete.  Any information you provide will be confidential and will only be seen by staff involved in the recruitment process for positions which involve contact with vulnerable people and/or sensitive information.*

*All employment or offers of work will be subject to satisfactory completion of membership of the Protection of Vulnerable Groups (PVG) Scheme which is administered by Disclosure Scotland.  If invited to interview we will support you with your application for Scheme Membership. We are committed to the* [*code of practice*](https://www.mygov.scot/disclosure-scotland-code-of-practice) *overseen by Disclosure Scotland. We will provide our Recruitment with Convictions policy as well as our policy on secure handling, use, storage and retention of disclosure information on request. Further information about this PVG Scheme can be found at* [*www.disclosurescotland.co.uk*](http://www.disclosurescotland.co.uk/)

Declaration

**I confirm that the information given in this form is to the best of my knowledge correct and accurate, and that misleading statements may be sufficient grounds for cancelling any agreements made.**  I understand that any offer of employment is subject to a series of relevant checks including references, eligibility to work in the UK, PVG and probationary period.

(Submission of this form via email or post implies agreement of this declaration unless an explicit statement is made to the contrary.)

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| Signed: |  | Date: |  |

Please return the completed application to [admin@columcillecentre.co.uk](mailto:admin@columcillecentre.co.uk) or by post to: Recruitment, Columcille Centre, 2 Newbattle Terrace, Edinburgh, EH10 4RT.