

Application for Employment

The Richmond Fellowship Scotland

If you are offered an interview, you will be asked if you require special adjustments to the arrangements in relation to any disability. You may bring to our attention any adjustments you feel may be necessary for the interview or the job, and should do so on a separate piece of paper.

Confidential

Personal Details

Initials..... Surname.....

Address.....

.....

..... Post Code.....

Contact No. Daytime.....

Contact No. Evening.....

Do you have the right to take up employment in the UK? Y N

Do you have a full driving licence? Y N

Do you own a car? Y N

Do you have a relative working for TRFS? Y N

If Yes, please state location.....

Email Address.....

Application Details

Position applied for.....

Job reference number.....

Full or Part Time.....

Location.....

Where did you see the job advert?.....

Expected Salary.....

The Richmond Fellowship Scotland - 3 Buchanan Gate, Buchanan Gate Business Park, Cumbernauld Road Steps, North Lanarkshire G33 6FB Tel 0845 013 6300 Fax 0845 013 6399



The Richmond Fellowship Scotland, Registered Scottish Charity SC021621, is an Equal Opportunities Employer.

Current/Most Recent Employer

Name.....

Employed From/To..... mm / yy to mm / yy.....

Address.....

Notice Required.....

Position held.....

Reason for leaving.....

Final Salary.....

Brief description of responsibilities

Previous Employer(s)

Please detail the last 10 years of your employment history; include gaps in employment detailing reasons for this and continue on a separate sheet of paper if necessary.

Name.....

Employed From/To..... mm / yy to mm / yy.....

Address.....

Reason for leaving.....

Position held.....

Final Salary.....

Brief description of responsibilities

Name.....

Employed From/To..... mm / yy to mm / yy.....

Address.....

Reason for leaving.....

Position held.....

Final Salary.....

Brief description of responsibilities

Name.....

Employed From/To..... mm / yy to mm / yy.....

Address.....

Reason for leaving.....

Position held.....

Final Salary.....

Brief description of responsibilities

ADDITIONAL INFORMATION

Please give details of your abilities, knowledge and experience, relevant to the post, under the following headings. Please continue on a separate sheet if necessary.

Working with people

Please give examples of how you have worked with others and how you have influenced them.

Organisational Skills

Giving examples, please detail your ability to organise work objectives, to solve problems and meet objectives.

Experience and Knowledge

Please give examples of your experience and knowledge which you feel are relevant to the post.

Adaptability

Using examples, please describe your ability to deal with work challenges and changes.

Educational and Professional Qualifications

If the job advertised requires a specific qualification you should note here how you meet that requirement. You will be asked to provide evidence of your qualification if invited to interview.

Qualification

Subject

Awarding Authority

Professional Registrations

If you have been, or are currently, registered with the Scottish Social Services Council (SSSC) or any other regulatory body, please provide the name of the organisation and your registration number

.....

Learning & Development

Please detail any developmental activities, learning or training that you think are relevant to this application

Sickness Absence History

Total days absence in past 12 months.....

Brief Details

Total days absence in past 24 months.....

References

Please give us details of three referees who we may contact if you are shortlisted for interview. One referee should be your current or most recent employer who we will be asking for your salary details. If you have worked in a care environment, but are not currently doing so, please provide us with the contact details for that employer in order that we may approach them for a reference.

If you have been in full-time education we will accept two academic referees in place of an employer. If you have never been employed, we will seek two character references; character references should be from individuals who have known you preferably in a professional capacity, character references from relatives or friends are not acceptable.

TRFS may request references if you have been shortlisted for interview; please advise us if you do not want us to contact your current employer at this stage.

Please do / do not contact my current employer at the short-listing stage (delete as appropriate).

Please note TRFS reserves the right to approach any former employer for a reference.

Name..... Company Name.....

Position held..... Relationship to applicant.....

Address

Email Address..... Contact Number.....

Name..... Company Name.....

Position held..... Relationship to applicant.....

Address

Email Address..... Contact Number.....

Name..... Company Name.....

Position held..... Relationship to applicant.....

Address

Email Address..... Contact Number.....

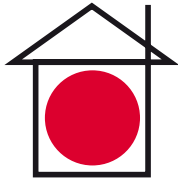
Declaration

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I further declare that I am not on the list of those disqualified from working with children or vulnerable adults nor am I subject to the sanctions imposed by a regulatory body such as the SSSC. I also declare that to the best of my knowledge I am fit for work within the social care environment and I have brought to the attention of TRFS any medical condition which would impact on my ability to carry out the duties of the post to allow for an assessment as to whether any appropriate reasonable adjustments can be made. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to TRFS processing the data supplied on this application form for the purpose of recruitment and selection and for the future management of my employment if I am successful in my application for the post.

Please sign using initials and surname only.

Signed..... Date.....

Please Note If you choose to submit your application for employment electronically e.g. via the organisation's website or email, you will be required, at interview, to physically sign the form.



Equal Opportunities Monitoring

The Richmond Fellowship Scotland

Policy Statement

The Richmond Fellowship Scotland is an equal opportunities employer committed to the development of positive policies to promote equality of opportunity in employment. Our aim is to ensure that no job applicant or employee receives less favourable treatment on grounds of sex, marital status, race, colour, creed, ethnic origin, sexual orientation, religious beliefs, age or disability.

Monitoring the Effectiveness of the Policy

The Equal Opportunities Commission and the Commission for Racial Equality strongly recommend these policies are monitored, and it is therefore requested that you complete and return this form with your application pack. The information gathered will be retained for statistical purposes only.

Full Name

Any Former Names

Date of Birth

Advertising Details

Post applied for..... Reference No.....

Advertised in.....

Ethnic Origin

Asian

Bangladeshi Indian Pakistani Chinese Other origin

Black

African Caribbean Other origin

White

UK Irish Other European Other origin

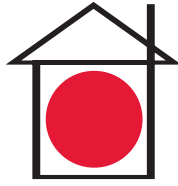
Gender

Male Female

Disability - Do you consider that you have a disability or have a medical condition that may affect you in your work?

Disability Yes No *Medical Condition* Yes No

If Yes, please provide brief details



The Richmond Fellowship Scotland

Rehabilitation Form

The Richmond Fellowship Scotland - 3 Buchanan Gate, Buchanan Gate Business Park, Cumbernauld Road
Steps, North Lanarkshire G33 6FB Tel: 0845 013 6300 Fax: 0845 013 6399



The Richmond Fellowship Scotland, Registered Scottish Charity SC021621, is an Equal Opportunities Employer.

Strictly Private & Confidential - Please read carefully

As this post will involve working with certain types of vulnerable people, you are obliged to disclose the details of ALL offences that have resulted in criminal convictions, including any convictions which occurred a long time ago and have become 'spent' in accordance with The Rehabilitation of Offenders Act 1974 (Exceptions and Exclusions) (Scotland) Order 2003 (as amended). The Explanatory Note below explains why applicants for this post are obliged to disclose **ALL** their past criminal convictions (if any), **including those which were admonished.**

Any past criminal conviction by or before a court, whether in or outside the United Kingdom, must be disclosed. For this purpose, any finding in any criminal proceedings that you have committed an offence, or done the act or made the omission charged, counts as a conviction. Please complete the accompanying form and return it, in a sealed envelope marked '**Confidential**', with your completed application form. **Your application will not be considered unless the form is completed and returned.** The sealed envelope containing the completed form will not normally be opened unless you have been shortlisted. The completed form will be treated as a confidential document throughout the interview and selection process. In coming to a decision as to whether or not to select you for the post, the selection panel would consider the relevance to the job of any past criminal convictions which have been disclosed.

IMPORTANT: If you are selected for this or any other post, but you have not disclosed a past criminal conviction which later comes to light by means of a police check or other circumstances, you may be dismissed from your employment or offer of employment withdrawn.

In accordance with the Care Standards Act 2000, The Richmond Fellowship Scotland will undertake a Disclosure Scotland Enhanced Disclosure check of all staff recruited for positions that involve contact with vulnerable persons. This check covers cautions and bind overs, as well as convictions. An Enhanced check can take several weeks to process and this self-disclosure is required in the meantime. Staff not involved in contact with vulnerable people will be subject to a Basic Disclosure check.

Have you lived in UK for the last 5 years Yes No

If No, please note that you may be required to provide evidence from your previous country of residence as to whether you have any criminal convictions in that country.

Explanatory Note

The Rehabilitation of Offenders Act 1974 (Exceptions and Exclusions) (Scotland) Order 2003 (as amended), removes from applicants for certain types of employment the right not to disclose spent criminal convictions. Accordingly, such applicants are required to disclose all past criminal convictions, even if they occurred a long time ago.

(1) The types of employment in respect of which job applicants have to disclose all past criminal convictions include those specified below:

1. Any employment which is in common with the provision of Social Services and is of such a kind as to enable the employee to have access to an adult at risk.

An "adult at risk" is defined as a person aged 18 or over who in consequence of a condition of a type listed in (i) below, has a disability of a type listed in (ii) below, and who is receiving services of a type listed in (iii) below.

(i) the types of condition referred to are—

- (a) a learning or physical disability;
- (b) a physical or mental illness, chronic or otherwise, including addiction to alcohol or drugs; or
- (c) a reduction in physical or mental capacity.

(ii) The types of disability referred to are—

- (a) a dependency upon others in the performance of, or a requirement for assistance in the performance of, basic physical functions;
- (b) severe impairment in the ability to communicate with others; or
- (c) impairment in the ability of a person to protect themselves from assault, abuse or neglect.

(iii) The types of services referred to are—

- (a) care home services;
- (b) personal care or nursing or support to live independently at home;
- (c) any services provided by an independent hospital, independent clinic, independent medical agency or health body;
- (d) social care services; or
- (e) any services provided in an establishment catering for a person with learning difficulties.

