

## **Application for employment**

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| **Post you are applying for:** |  |
| **Location of post:** |  |

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| Personal Details |

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| **First name(s)** | **Surname** |
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| **Have you ever been known by any other surname? If so, please give details** |
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| **Home telephone** | **Mobile telephone** |
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| **Email address** |
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| **Home address (including postcode)** |
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**For each of the following statements, delete YES/NO as applicable:**

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| Do you hold a valid driving licence? | Yes  No |
| Do you have access to your own car for work purposes? | Yes  No |
| Are there any restrictions on you taking employment in the UK?  If yes, please give details: | Yes  No |
| Are you registered with Scottish Social Services Council (SSSC)?  If yes, please provide your registration number: | Yes  No |
| Are you currently a member of the Protection of Vulnerable Groups (PVG) scheme?  If yes, please provide your membership number and advise the group(s) you are registered with:  Children only  Adults only  Both | Yes  No |

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| Education |

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| **Date from** | **Date to** | **University, college or school attended** | **Qualification achieved** | **Grade** |
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| Current employment |

Please give details of your current or last employment:

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| **Date from** | **Date to** | **Employer** |
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| --- | --- |
| **Contact details** | **Job title** |
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| **Main duties and reason for leaving** |
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| **If you are presently in employment what notice period are you required to give?** | **What is your current salary per annum?** |
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| Employment history |

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| **Date from** | **Date to** | **Employer and contact details** | **Job title** | **Main duties and reason for leaving** |
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Please attach a separate sheet if necessary.

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| Supporting Evidence |

**Please refer to the Job Description and Person Specification for the role and outline below how you meet the criteria for the role.**

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| **Supporting Evidence** |
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| **Values & Behaviours** |
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| Have you previously worked with Includem? | Yes  No |
| Are you related to any current employee of Includem? | Yes  No |
| Do you have a close/personal relationship with any employee? | Yes  No |
| If you have answered yes to any of the above questions please provide details: | |

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| Are you applying for this post under Includem’s **Refer a Friend Scheme?**  Yes  No |
| If yes, please note below the full name of the Includem Employee: |

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| The role with Includem is flexible as we provide a service to young people 24 hours a day, 7 days a week (including evening and weekend working). Please state below if you have any restrictions on working flexible hours and/or days: |

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| Referees |

Please provide details of two referees, one of which must be your current or most recent employer:

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| **Full name** | **Job title** | **Organisation** | **Relationship to you** | **Contact details (including address, phone number and email address)** | |
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| May we contact this referee prior to a job offer? | | | | | Yes  No |

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| May we contact this referee prior to a job offer? | | | | | Yes  No |

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| **How did you hear about Includem and/or this vacancy?** |  |  |

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| Disclosure Scotland check |

**Rehabilitation of Offenders Act (1974) (as amended)**

This Act states that employers can ask for details of criminal convictions for certain jobs. The post that you have applied for is working with vulnerable young people and is therefore exempt from the Rehabilitation of Offenders (1974) Act by the Exclusions and Exceptions (Scotland) Act 2003. You are therefore required to disclose all convictions (spent and unspent), cautions, and any relevant non-conviction information, no matter how long a period has elapsed.

Having a criminal record will not automatically result in you being considered unsuitable to work with Includem as decisions made will depend on the role and the nature of offences. However, failure to disclose such convictions could lead to withdrawal of the offer or dismissal at a later date.

All information given will be treated sensitively and confidentially and will only be considered for the purposes outlined in the context of the applied role and in line with Disclosure Scotland guidance.

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| **Have you ever been convicted and/or cautioned of any criminal offences, or do you have any offences pending prosecution? Please note this includes any driving offences or endorsements you may have on your licence.**  If yes, please give details in this box. Alternatively you may provide the details on separate sheets(s) in a sealed envelope marked For the Attention of the HR Dept, ensuring it is attached to this form. | Yes  No |

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| Submission of your application for employment |

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| **I certify that, to the best of my knowledge, the information given in this form is accurate and without omission. I understand and agree that this information may be stored and processed in accordance with the Data Protection Act 1998 and that Includem may take steps to verify the information I have provided, through references, checks of my qualifications and professional memberships.**  **Please type your name below to confirm you have read and understood this:**  **Name:**  **Date:** |

Please now email your application form and the Equal Opportunities form to the HR Department: [hrassist@includem.co.uk](mailto:hrassist@includem.co.uk) or post it back to:

Includem HR Department

Includem

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