



Application for Employment

1. Post applied for:

Please circle as appropriate

Full-time Part-time Nightshift Relief
Live-out Live-in Temporary Permanent

2. Personal Details

Name:	Address:
Tel Day:	
Tel Evening:	
Email address:	

3. Education and Training – School Education
Please continue on a separate sheet if necessary

Qualifications	Subject	Grade

3b. Further and Higher Education - Institution attended:
Please continue on a separate sheet if necessary

Qualifications	Subject	Grade

3c. Other Training relevant to this application

4. Do you hold a full driving licence

Yes No

5a. Current Employer

Name of Employer:	Start Date:	Job Title:	Reason for leaving:

Summary of duties and responsibilities held;

5a. Previous employment history – most recent first. Please continue on a separate sheet if necessary. Please details of any gaps in employment.

Name of Employer:	Start Date:	End Date:	Job Title:	Reason for leaving:

6. Registration

Are you registered with the **Scottish Social Services Council**? Yes No

If yes, on what part(s) of the register are you registered?

If yes please provide your registration number.

Are you registered with any other professional body? Yes No

If yes please give details.....

7. Disciplinary Record – please tick yes or no

	Yes	No
Are you currently the subject of a disciplinary investigation?		
Are you currently suspended?		
Is there a current disciplinary finding against you?		
Have you ever had your employment terminated because of unprofessional behaviour or misconduct?		
Have you ever left an organisation before the outcome of a disciplinary investigation was known?		
Have you ever been disqualified from any professional training programme?		
Have you ever been suspended or deregistered by any other regulatory body or licensing/registration organisation because of unprofessional behaviour or misconduct?		

If you have answered yes to any of these questions, please give a brief summary on a separate page and attach to your application.

8. Protection of Vulnerable Groups Scheme

Are you a member of the protection of vulnerable groups scheme? Yes No

If yes please give your membership number.....

If a member of the scheme, is this in respect of working with children or adults or both?

.....

9. Statement in support of application.

Please continue on a separate sheet if necessary.

Referring to the job description please tell us about your experience, knowledge and skills you feel relevant to the post.

10. References

Please provide contact details of two referees. One of whom must be your current or most recent employer.

Name:	Name:
Position:	Position:
Email:	Email:
Telephone:	Telephone:

11. Data Protection

The information provided by you on this form and any supplementary forms will be used to assist with the process of recruitment in accordance with Garvald West Linton's recruitment and selection policy. If you are successful in your application the information provided will be used for personnel record and payroll purposes. By signing the declaration in section 12 of this form it is understood that you consent to the use of your personal information for the above purpose. If you are unsuccessful your information will be destroyed.

12. Declaration

I confirm that, to the best of my knowledge, the information supplied by me on this application form and on any additional sheets is correct. I accept that false information or omission may lead to my dismissal without notice. We assume that in signing this declaration we have permission to contact your referees

Signature

13. Please tell us where you heard about Garvald West Linton

14. Once application completed

Please return to Senior Administrator, Main Office, Garvald West Linton, Garvald, West Linton, EH46 7HJ.

Notes for applicants:

1. Successful applicants will be required to prove their right to work in the UK prior to confirmation of a start date.
2. This post is exempt from the Rehabilitation of Offenders Act 1974 by the (Exceptions) Order 1975. Applicants selected for interview are required to disclose all convictions (spent or unspent). A criminal convictions declaration form will be sent to applicants along with their invite to interview.