



Scottish Charity Number: SC011684

APPLICATION FORM

Your application will not be considered for short-listing if you do not complete all sections

PERSONAL INFORMATION (Confidential)

Post Title	Ref Number:
Post Title	Ref Number:
Post Title	Ref Number:
Post Title	Ref Number:
Post Title	Ref Number:

1. **PERSONAL DETAILS**

Name:
Address:
Postcode

Contact details: <i>(Please tick preferred contact detail)</i>	
Email address:	
Telephone:	Home:
	Work:
	Mobile:

DECLARATION – TO BE COMPLETED BY THE APPLICANT

I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment OR, if appointed, may result in my dismissal.

Signature: _____ Date: _____

*Please return your completed application form to: Pauline Stewart, Admin Support , GAMH, St Andrews by the Green, 33 Turnbull Street, GLASGOW, G1 5PR
Email: p.stewart@gamh.org.uk*

2. EMPLOYMENT HISTORY

PRESENT EMPLOYMENT

(Current or most recent employer)

Name and address of employer

Position Held:
Notice Required:
Current Salary:£
Reason for Leaving:
Date Left (If applicable):

PLEASE DESCRIBE YOUR ROLE IN THE ORGANISATION AND OUTLINE YOUR RESPONSIBILITIES

(Please continue on a separate sheet if necessary)

PREVIOUS EMPLOYMENT

PLEASE INDICATE BELOW START DATE AND LEAVING DATE FOR EACH POST

Please give details of all jobs held including unpaid work, starting with your current or most recent employer

Employer (name and address)	Start Date	Final Salary / Job held / key responsibilities	End Date	Reason for leaving

3. EDUCATIONAL, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please name any institute or professional body in full and include attainment level

4. PERSONAL DEVELOPMENT

Please name any courses, membership, voluntary work or responsibilities you consider relevant, with outcomes where applicable

**COMPETENCY
RELEVANT SKILLS, KNOWLEDGE AND EXPERIENCE**

In this section you are asked to outline how your knowledge, skills and experiences meet the requirement for this role (as outlined in the Job Description/Person Specification). You should draw on your experiences from your current or previous roles or from other relevant situation (such as activities outside work).

5. COMMUNICATION

6. PLANNING AND ORGANISING

Please continue on a separate sheet if necessary, giving page number and title heading

7. TEAM WORKING

8. OTHERS WHICH YOU FEEL ARE RELEVANT TO THE POST (e.g. leadership, initiative etc)

REFERENCES

Please indicate two people who can provide references. Your main reference must be your Line Manager from your present or most recent job and your second reference should be from your previous employer only. If you do not have work experience, you should provide other relevant referees:

Name:

Name:

Address:

Address:

Tel No:

Tel No:

Email:

Email:

Occupation:

Occupation:

I give permission to take up my reference prior to an offer of employment being made (*Select as appropriate*)

I give permission to take up my reference prior to an offer of employment being made (*Select as appropriate*)

ASYLUM AND IMMIGRATION ACT 1996

It is a criminal offence for an employer to employ those who do not have permission to live or to work in the UK. In general if you are not a British Citizen or Commonwealth Citizen with the right of abode in the UK, or a citizen of any country in the European Economic Area (EEA) you will require a work permit.

- | | | |
|---|-----|----|
| 1. Are you a UK or European Economic Area National ? | YES | NO |
| 2. If no, do you require a work permit to work in the UK? | YES | NO |
| 2. If you have answered yes to question 2 above, do you have a work permit to work in the UK? | | |

YES

Work Permit Reference Number

NO

REHABILITATION OF OFFENDERS ACT 1974 (EXCEPTIONS) ORDER 1975

Because of the nature of the work for which you are applying, this post is exempt from the provisions of the Rehabilitation Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action.

Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?

YES

If YES, please give details on separate sheet

NO

All employees have to complete a Disclosure Scotland form about their police record.

GENERAL

Are there any adjustments that may be required to be made should you be invited for interview? *e.g. wheelchair access etc.*

If yes, please state here:

Do you hold a Full / Provisional Driving Licence?

Do you have regular access to a car?

Are you entitled to work in the UK?

Are you related to any member of staff or board member?

Please give details:

DATA PROTECTION STATEMENT

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

Equal Opportunities Monitoring Form – Chief Executive

GAMH recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect. We therefore welcome applications from all sections of the community and wish to build an accurate picture of the make-up of our job applicants. We need your help and co-operation to enable us to do this but filling in this form is entirely voluntary.

The information you provide on this form will be treated as strictly confidential and will not be made available to any person involved with the selection process.

The information will only be used for monitoring purposes in an anonymised format and will help us to analyse the profile and make up of applicants.

Please answer as many questions as possible. However, if there are questions you would prefer not to answer, please simply move on to the next question.

The information the organisation gathers helps us to monitor that there is no discrimination against applicants or staff.

What is your gender?

Man Woman Non-binary Prefer not to say

If you prefer to use your own term, please specify here: _____

Are you married or in a civil partnership?

Yes No Prefer not to say

What is your age?

16-30 30-39 40-49 50-59 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

Scottish Other British Irish Any other white background

Please specify _____

Mixed

Any mixed background

Please specify _____

Asian, Asian Scottish or Asian British

Indian Pakistani Bangladeshi Chinese Any other Asian background

Please specify _____

Black, Black Scottish or Black British

Caribbean African Any other Black background

Please specify here: _____

Other Ethnic Background

Any other background

Please specify _____

I prefer not to answer this question

Disability

Do you consider yourself to have a disability or health condition?

Yes No I prefer not to answer this question

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual Prefer not to say

If you prefer to use your own term, please specify here:

What is your religion or belief

No religion or belief Buddhist Christian Hindu Jewish Muslim
Sikh Prefer not to say

If other religion or belief, please specify here: _____

Do you have any caring responsibilities?

Yes No Prefer not to say

Where did you hear about this post?

Gamh vacancies page Goodmoves S1 Jobs Other

Thank you