

## APPLICATION FORM FOR EMPLOYMENT/VOLUNTARY WORK

### PERSONAL INFORMATION (CONFIDENTIAL)

ALL APPLICATION FORMS TO BE COMPLETED LEGIBLY IN BLOCK CAPITALS

<b>POST APPLIED FOR</b>		<b>CLOSING DATE</b>	
<b>INITIALS</b>			
Where did you see this post advertised?			

### 1. PERSONAL DETAILS

<b>SURNAME</b>		<b>TITLE</b> (Mr, Mrs, Ms etc)	
<b>FORENAMES</b>			
<b>HOME ADDRESS</b>		<b>CURRENT ADDRESS</b> (If different)	
<b>POST CODE</b>			
<b>CONTACT DETAILS</b> (Please tick preferred contact detail, but fill in as many of these details as you can)			
<b>EMAIL ADDRESS</b>			
<b>TELEPHONE</b>	<input type="checkbox"/> Home: <input type="checkbox"/> Business: <input type="checkbox"/> Mobile:		

### 2. GENERAL

<b>Do you hold a driving licence?</b>	YES/NO	<b>Is it a Full/ Provisional/LGV/ PCV licence?</b>	
<b>Details of Endorsements:</b>			

Are there any particular requirements that you may have should you be invited to interview?	YES/NO
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If so, please state here	
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When would you be available to start?	
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Have you previously worked for our company? <i>(If so, when?)</i>	
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Are you a UK National?	
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Are you required to make an application for a Registration Card/Certificate to enable you to undertake employment with Birchwood Highland?	
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If so, do you confirm you will make the appropriate application if successful?	YES/NO
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### 3. References

Please indicate two people who can provide references. *(One of whom should be your present/most recent employer. Neither referee should be related to you).*

Name:	Name:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Occupation:	Occupation:
Capacity in which this person is known to me (i.e. current/most recent Manager etc.):	Capacity in which this person is known to me:
I give/do not give permission to take up my references prior to an offer of employment being made. <i>(Delete clearly as appropriate)</i>	I give/do not give permission to take up my references prior to an offer of employment being made. <i>(Delete clearly as appropriate)</i>

**4. EDUCATION AND QUALIFICATIONS** (Starting with most recent. Copies of all qualifications claimed must be submitted with application)

From – To (Month/Year)		Institution (Name & Address)	Title of Award (e.g. Highers/NVQ/ SVQ/Degree etc)	Results (Achieved/Expected)

**5. MEMBERSHIP OF PROFESSIONAL BODIES** (Please complete if relevant)

Name		Date	
Name		Date	

If you hold a Nursing Qualification please insert U.K.C.C. PIN number	
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<p><b>PERSONAL DEVELOPMENT</b></p> <p>Please include any other courses, membership, voluntary work or responsibilities you consider relevant to this application.</p>	
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**6. EMPLOYMENT EXPERIENCE** (Please give details of all jobs held including part-time and unpaid work, starting with your current or most recent employer)

**Current/Most Recent Employment:-**

Dates Worked:-		Employer/Company Name:	Notice Period:	Current Salary: <i>(per annum)</i>
From:	To:			

Please use this space to outline your Job Role, Responsibilities and your reason for leaving.

**Past Employment History:-**

From – To (Month/Year)		Company	Job Role, Responsibilities & Salary	Reason for Leaving

Please continue on a separate sheet if necessary, giving page number and title heading.  
You may use the back page of this form (page 7) should you wish to.

## 7. RELEVANT EMPLOYMENT EXPERIENCES

**LEADERSHIP** *(Use the space below to provide evidence of a situation in which you have shown your leadership qualities)*

**TEAM WORKING** *(Use the space below to provide evidence of a relevant team working experience)*

**COMMUNICATION** *(Use the space below to provide evidence of relevant experience in using communication skills)*

**PLANNING AND ORGANISING** *(Use the space below to provide evidence of planning/organising your work or specific projects)*

**IDENTIFY YOUR KEY SKILLS AND EXPERIENCE RELEVANT TO THE POST** *(Refer to job description and person specification)*

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**PERSONAL INTERESTS AND ACHIEVEMENTS** *(Use the space below to list any spare time activities)*

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**ADDITIONAL INFORMATION** *(Use the space below to provide additional information that may strengthen your application). Please note there is a further section for a Supporting Evidence statement.*

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## 8. SUPPORTING EVIDENCE

**Please use this section to detail any further information you wish to tell us to indicate your suitability for the post, or this type of voluntary work. Please note there is a continuation sheet if necessary (page 7).**

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**This can be used as a continuation sheet.**  
**Please mark clearly on it which section the information refers to.**

Blank area for continuation of information.

## 9. Criminal Convictions and Data Protection Statement

**Please give details of any criminal convictions.**

*As in accordance with the Rehabilitation of Offenders Act 1994 (Exceptions Order), all applicants to Birchwood Highland are not entitled to withhold information about convictions, which for other purposes of the Act are "spent". Please declare any convictions in the space provided or write "none" as appropriate, then sign and date below.*

Signature .....

Date .....

**Successful applicants will be required to complete a Disclosure Scotland Application to obtain a satisfactory enhanced disclosure.**

**SECTIONS 1, 2, 3, 9 AND 10 OF THIS APPLICATION WILL NOT BE USED FOR SHORTLISTING PURPOSES**

**PLEASE ENSURE THAT YOU COMPLETE THE ATTACHED CONFIDENTIAL MEDICAL QUESTIONNAIRE AND EQUAL OPPORTUNITIES MONITORING FORM, AND SEND THEM ALONG WITH YOUR COMPLETED APPLICATION FORM.**

### 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 a 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 the 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.

## 10. DECLARATION

If any item of information given on this form is subsequently found to be false, I understand this could result in the Termination, Summary Dismissal or Variation of any offer of employment. I agree the company may approach my current/past employers for references\*. I understand that completion of this form does not imply intent or obligation on the part of this organisation to provide employment. (\*Please delete if you do not wish your current employer to be contacted).

<b>Signed</b>		<b>Date</b>	
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### **RETURN THIS FORM TO:**

**Birchwood Highland, Head Office, 5 Wells Street, Inverness IV3 5JT**

**Telephone Number: (01463) 236 507**

**Email: [info@birchwoodhighland.org.uk](mailto:info@birchwoodhighland.org.uk)**



INVESTOR IN PEOPLE

REGISTERED OFFICE: 27 HUNTLY STREET, INVERNESS IV3 5PR  
A COMPANY LIMITED BY GUARANTEE REGISTERED IN SCOTLAND 105400  
SCOTTISH CHARITY NUMBER SC003198