

Section 2 Present Employment

Present Employment (If now unemployed give details of last employer)

Name of Employer:

Address:

Postcode:

Post Title:

Date of Appointment:

Salary:

Department / Section:

Brief description of duties:

Continue on a separate sheet if necessary

Period of Notice:

Last day of service

(if no longer employed):

Reason for leaving:

Section 3 Previous Employment

Previous Employment (most recent employer first). Please cover the last 10 years and state nature of business

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Dates To & From:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Dates To & From:

Name of Employer:

Address:

Postcode

Position Held:

Summary of duties:

Reason for leaving:

Dates To & From:

Continue on a separate sheet if necessary

Section 4 Education

Qualifications obtained from Schools, Colleges and Universities. Please list highest qualification first:

College or University	Course and Dates To & From	Qualifications and grades obtained
School	Subjects and Dates To & From	Qualifications and grades obtained

Continue on a separate sheet if necessary

Professional, Technical or Management Qualifications

Please give details:

Professional/Technical/Management Qualifications	Course Details and Dates To & From
Membership of any Professional / Technical Associations- Please state level of Membership:	

Continue on a separate sheet if necessary

Section 5 Training and Development

Please give details of any training and development courses or non-qualifications courses which support your application. Include any on the job training as well as formal courses.

Title of Training Programme or Course	Duration of Course and Dates To & From

Continue on a separate sheet if necessary

Section 6a Personal Statement

Abilities, skills, knowledge and experience.

Please use this section to explain in detail how you meet the requirements of the Job Description and Person Specification. If you are or have been involved in voluntary/unpaid activities, please also include this information. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 6b Additional Information

Please use this section to explain in detail the main skills & experience you could contribute to the Jeely Piece Club and your reasons for applying for this post. Attach and label any additional sheets used.

Continue on a separate sheet if necessary

Section 7 Rehabilitation of Offenders Act (1974)

Do you have any cautions, convictions, reprimands or final warnings which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)? Yes/No

Yes No

If yes, please give details / dates of offence(s) and sentence:

Section 8 Protecting Children and Vulnerable Adults

The following information may be required if the post you are applying for has a requirement for a Protecting Vulnerable Groups check.

Protecting Vulnerable Groups (PVG) Checks Only

Are you aware of any police enquiries undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes No

Scottish Social Services Council Registration

Do you hold registration with the Scottish Social Services Council?

Yes No

Section 9 Disability Discrimination Act

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has a substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes No

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview? Yes No

If yes, please give details:

Section 10 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your references are.

Reference 1	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Tel. No:	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be contacted prior to the interview?

Yes No

Reference 2	
Name:	<input type="text"/>
Position (job title):	<input type="text"/>
Work Relationship:	<input type="text"/>
Organisation:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Tel. No:	<input type="text"/>
E-mail:	<input type="text"/>

Are you willing for this referee to be contacted prior to the interview?

Yes No

Section 11 Declaration

A. Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I hereby certify that:

The statements given, by me on this form, are true and correct to the best of my knowledge. I realise that if I am employed in the position I am applying for and it is found that I have made false statements or that I have withheld information, I am liable for dismissal without notice. I understand that the post will require me to undergo a PVG check through Volunteer Development Scotland.

Signed:

Date:

If you are returning this form by email, you will be asked to sign your application at interview.

Candidates selected for interview will normally be notified within four weeks of the closing date. Unfortunately applicants who do not hear from us have not been selected for interview on this occasion.

The Jeely Piece Club undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

RETURNING THIS FORM

To: Head Office at

The Jeely PlayZone

The Tower
55 Machrie Drive
Castlemilk
Glasgow
G45 0AL

Tel: 0141 634 7305

Email: headoffice@jeely.org.uk

Recruitment Monitoring Form

This sheet will be separated from your application form upon receipt and does not form part of the selection process. It will be retained by our Administration Dept purely for monitoring purposes.

Application for the post of:

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please COMPLETE THIS SECTION OF THE APPLICATION FORM.

What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

A. White

White UK

Irish

White non-UK

Any other White background
(please give details):

B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background
(please give details):

C. Asian or Asian British

Indian

Pakistani

Bangladeshi

Any other Asian background
(please give details):

D. Black or Black British

Black Caribbean

Black African

Any other Black background
(please give details):

E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background
(please give details):

F. I do not wish to provide this information

Recruitment Monitoring Form continued

Gender

Male Female

Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes No

If yes, please give details:

Present Status

Internal Applicant External Applicant

Age Group

16-25 26-35 36-45
46-55 56-65 66-70
Over 70

Media

Where did you see this post advertised?

Jeely Website		Social Media		Job Centre		Local Advertisement		Word of Mouth	
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