**Job Application Form**

PLEASE COMPLETE ALL SECTIONS OF THE APPLICATION FORM

* Please fill in all sections
* Do not attach your CV as it will not be considered.
* Complete electronically or in black ink or typescript for copying purposes.

**Completed application forms should be emailed to RichardAllwood@EmmausGlasgow.org.uk**

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| **Personal Details** | |  | |
| Post applied for: | | | |
| First Name: |  | Last Name: |  |
| Title: (Mr, Mrs, Ms, Miss, Other): |  | | |
| Home address: |  | | |
| Post code: |  | | |
| Telephone number: |  | Mobile number: |  |
| Email: |  | | |
| Do you have a full driving licence? Y/N | |  | |

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| **Eligibility to work in the UK** | |
| Do you have the legal right to work in the UK? Y/N |  |

If your application for this role is successful, you will be required to provide evidence of your legal right to work in UK.

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| **Protection of Vulnerable Groups (Scotland) Act 2007** | |
| Are you a member of the PVG Scheme? Y/N |  |
| If yes, what is your Membership Number: |  |
| |  |  | | --- | --- | | Are you registered for: |  | | Children  Adults  Both |

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| **SSSC Registration** | |
| Are you registered with the SSSC? Y/N |  |
| Certificate Number: |  |
| Have you ever been reported/referred to the SSSC or been investigated by the SSSC? | Yes  No |
| If Yes please provide SSSC Investigation Details: |  |

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| **Membership of Professional Bodies** | | | |  |
| Date | Name of Professional Body | Status of Membership | Level of Membership | Membership No. |
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| **Education History** |

You will be required to provide original copies of all qualifications and certificates, relevant to the job specification, that you declare in this section of the application form.

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| Date | Full/Part Time | Course/Subject of study | Grade/Level of Award | Awarding Body/ Place of Study |
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| **Work Related Development/Training** | | | | |

Please provide details of training undertaken which is relevant to the job applied for and which you can provide original copies of qualifications, awards or certificates.

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| Date (year) | Organising body | Title and Purpose of Event/s |
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| **Present or Most Recent Employment** | | | |
| Job title: |  | | |
| Date of commencement: |  | Date of leaving: |  |
| Current or most recent salary: |  | Period of notice: |  |
| Reason for leaving: | | | |

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| **All Previous Employment**  *(begin with the most recent first and include periods of volunteering and unemployment; please use continuation pages if required)* | | | |  |
| Date From | Date To | Employer’s name and address including post code | Role Title and details of post including duties, responsibilities and achievements | Reason for Leaving |
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| Have you ever been subject to any disciplinary action with any of your previous employers? | Yes  No |
| If yes, please provide details: |  |

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| **Supporting Statement - Relevant Skills, Experience and Achievements** |
| Please state why you are applying for this position, and document how you meet the specific requirements of the job description and person specification, including the skills, experience and achievements you bring to this post. |

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| **References** |

Two references will be sought for successful applicants. References should be from your two most recent employers. We reserve the right to request additional references if we consider it necessary.

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| **First referee details (from your current employer)** | | | |
| Company name: |  | Company Tel No: |  |
| Full company address: |  | | |
| Postcode: |  | | |
| Referee’s full name: |  | Referee’s Tel No: |  |
| Referee’s job title: |  | | |
| Email address: |  | | |
| May we approach prior to interview? Y/N | |  | |

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| Give details of post including duties, responsibilities and achievements: |
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| **Second referee details** | | | |
| Company name: |  | Company Tel No: |  |
| Full company address: |  | | |
| Postcode: |  | | |
| Referee’s full name: |  | Referee’s Tel No: |  |
| Referee’s job title: |  | | |
| Email address: |  | | |
| May we approach prior to interview? Y/N | |  | |
| **Rehabilitation of Offenders Act 1974** | | | |

Having a criminal record will not necessarily bar you from working with Emmaus Glasgow, this will depend on the nature of the position together with the circumstances and background of any particular offences.

The post you are applying for is exempt from the relevant provisions of the Rehabilitation of Offenders Act 1974. This means that you are not entitled to withhold information about convictions which for other purpose are regarded as spent unless that conviction is protected. For more information regarding conviction disclosures, please refer to the Guidance provided on the Disclosure Scotland website.

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| Have you ever been convicted of any criminal offence(s) currently? | Yes  No |
| Do you have any criminal charge(s) pending? | Yes  No |

If you have answered yes to either of the question above, please provide the following details:

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| Date | Name of Court | Please provide details of the nature of each conviction, charge or police enquiry, including driving offences. | Penalty imposed and Outcome |
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| **Data Protection** |

Emmaus Glasgow will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process. If your application is successful, Emmaus Glasgow will process your information for the purpose of facilitating your employment with us (for example, sharing information you provide with statutory bodies including the Care Inspectorate. Disclosure Scotland, Scottish

Social Services Council (SSSC) and the Department of Work and Pensions as required by legislation). In addition, we will share information with external partners for the purposes of processing Company benefits (including pensions and insurance).

The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than a year. You have a right to access the information that Emmaus Glasgow holds on you. If you would like to do this, please contact the HR Department. For further information about our processing under Data Protection please refer to the Application Form Guidance Note.

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| **Declaration** |

I certify that the information I have declared in this application form and any attachments are true and correct. I have not withheld any information which may affect my application for employment. I understand that false information or omissions may lead to the withdrawal of any offer of employment or dismissal from Emmaus Glasgow without notice.

I understand the data contained in this application, together with information supplied by referees and/or relevant third parties, (which may include sensitive personal data) will be used and processed for legitimate purposes connected with recruitment and selection, and if I become an employee, it will be used for employment purposes and company benefits schemes and that the information may be verified by Emmaus Glasgow, in accordance with Data Protection legislation.

By completing your name below and emailing the application form, this will be accepted as your signature.

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| Print name: |  | Date: |  |

**Completed application forms should be emailed to** [**richardallwood@emmausglasgow.org.uk**](mailto:richardallwood@emmausglasgow.org.uk) **by 12Midday on Monday 13th May 2024.**