

St Mary's Kenmure

APPLICATION FORM

This form will need to be photocopied, please type or write clearly in black ink. *Please note that we do not read CVs.*

Please complete all relevant sections.

Position applying for:

For office use only: REF.

Where did you see advertisement?

1 PERSONAL DETAILS

Title (Mr, Mrs, Ms, etc)	_____	Surname	_____
Forenames	_____		
Home address	_____	Tel: Home	_____
	_____	Work (if convenient)	_____
	_____	Mobile	_____
Postcode	_____	National Insurance Number	_____
	_____		_____
Have you applied for a post with St Mary's Kenmure before?		YES/NO	If yes, for which post? _____
Month/Year of Application	_____	Do you require a Work Permit?	YES/NO
Current salary	£_____	Period of notice	_____

2 LEARNING & EDUCATION:

Please also include any learning that you are currently undertaking. (use an additional sheet if necessary)

ORGANISATION	COURSE OR LEARNING PROGRAMME	DATES
School, College and University	(include subject and level of achievement)	
Workplace or professional body		
Membership of professional body	(membership grade)	

3 EXPERIENCE

Starting with your most recent, please provide a complete history of what you have done since leaving school.

DO NOT LEAVE ANY GAPS. If you were not working, please state reason. *(Use an additional sheet if necessary for this question).*

Date From - To	Activity/Job Title	Organisation, Name and Address	What did you do? Please state reason for leaving or changing activity

4 Experience

What skills and experience do you have which you can bring to this post?

5 YOUNG PEOPLE

What positive experiences do you have of working with young people, how will that help in this post?

6 TAKING RESPONSIBILITY

Please describe an occasion of when you had to take on responsibility in the workplace. What happened, what did you learn?

7 WHAT I HAVE TO OFFER

Please include any other relevant information about yourself which shows why you should be appointed to this post. Make reference to the job description and person specification.

8 RECORDS CHECK

Have you ever been convicted of a criminal offence? YES NO

Full details of any Yes declaration will only be required from candidates called for interview.

This post is exempted employment within the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended). If shortlisted for the position, we will undertake an Enhanced Disclosure check with Disclosure Scotland. The purpose of this is to exclude individuals who would not be suitable for working with children and young people. The Enhanced disclosure includes both spent and unspent convictions as well as non conviction information which a Chief Constable may choose to disclose, which he/she feels is relevant to the job sought. In addition the Enhanced Disclosure will identify if individuals are on the 'disqualified from working with children list' (Protection of children (Scotland) Act 2003). The disclosure of a criminal conviction will not debar you from appointment unless the selection panel considers that the conviction renders you unsuitable for appointment. You are therefore required to declare any conviction whether or not they would be classed as spent. **Failure to disclose important information may disqualify you from appointment or lead to summary dismissal if selected for the position.**

Full details are not required at this stage.

9 FITNESS to Work

(a) are there any reasonable adjustments which you feel should be made to the recruitment process to assist you in your application for the job?

(b) are there any reasonable adjustments which you feel should be made to the job itself which would enable you to carry out the job?

10 REFERENCES

Please give details of two people to whom we may apply for a reference.

St Mary's Kenmure reserves the right ,before appointment ,to contact any previous employer. We may make contact by telephone with any of your referees. In any event, we will not make an appointment until satisfactory references have been received. References will normally be taken up when short-listed, unless you specifically request otherwise.

Name:	Name:
This must be your current or last employer	Capacity in which referee knows you:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
May we take up the reference before interview? YES <input type="checkbox"/> NO <input type="checkbox"/>	We must be able to take up this reference prior to interview. This person must not be from the same organisation as the first referee.

11 DECLARATION

I hereby declare that the above statements are true to the best of my knowledge. I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading may render me liable to dismissal.

NAME:

DATE:

Please return your completed form BY POST, HAND DELIVER or Email to: gbrownlie@stmaryskenmure.org.uk

Geraldine Brownlie
Admin
St Mary's Kenmure
St Mary's Rd
Bishopbriggs
Glasgow
G64 2EH

St Mary's Kenmure EQUAL OPPORTUNITIES

This form will be separated from the application form on receipt by St Mary's Kenmure in order to monitor the effectiveness of St Mary's Kenmure Policy and to maintain anonymity.

Information is collected in line with relevant employment legislation and will not be used in any way which might influence selection for the post you have applied for.

All applicants are requested to provide the following information although you are NOT obliged to complete all or any part of the form.

Gender please specify	Age
Cultural/Ethnic Origin:	
White Scottish <input type="checkbox"/> Other British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background, please specify	Mixed Any Mixed Background, please write in Black, Black Scottish, or Black British Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background, please specify
Asian, Asian Scottish, or Asian British Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background, please specify	Other ethnic background Any other background, please write in
Disability Are you disabled? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please specify	
Religion Do you have a religious persuasion? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what is it?	

Thank you for completing the form

St Mary's Kenmure

RECRUITMENT OF EX-OFFENDERS: POLICY STATEMENT

1. St Mary's Kenmure complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.
2. We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
3. We are committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.
4. St Mary's Kenmure actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
5. We will request a Standard or Enhanced Disclosure only where this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position. Where a Disclosure is deemed necessary for a post or position, all applications forms, job adverts, careers literature, website and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, St Mary's Kenmure will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. We ask that this information be sent under separate, confidential cover, to a designated person within St Mary's Kenmure and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
7. In line with the Rehabilitation of Offenders Act 1974, St Mary's Kenmure will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.
8. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
9. We undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of employment.
10. We ensure that all those in St Mary's Kenmure who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).
11. We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH ST MARY'S KENMURE. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCE

