

## **Employment Application Form – Guidelines for Applicants**

**Please read this information before completing the enclosed application form.**

Thank you for your interest in Crossroads Caring Scotland.

The notes that follow are intended to help you complete the application form by explaining what you should include in each section.

The Job Description and Person Specification sent to you will provide you with details of the experience, skills, knowledge and qualifications that are required for the post. Your application will be assessed against these listed criteria. You must provide evidence that you meet them to be offered an interview.

Please ensure you include as much relevant information as possible.

### **1 General Points**

- If you are hand writing your application form please complete, in your own handwriting, using black ink so that it can be photocopied,
- Please check that the form is for the correct post and take note of the closing date, if there is one,
- Please ensure that you include as much relevant information as possible on the actual application form. If little or no information is provided on the application form it will be impossible to assess your suitability and therefore progression to the shortlist for interview will be unlikely,
- If you do not have enough space on the form at any point, you may continue on a separate sheet of paper,
- A CV cannot be accepted as a substitute for a completed application form

### **2 The Application Form**

Details of driving licence and access to use of car should only be completed where the job description or person specification state that the use of a car is required, or that the post involves driving duties, or that use of a car is desirable.

#### **2.1 Qualifications/Education/Training/Any Other Relevant Training**

Please provide full and accurate details about your education, training and, if required, qualifications. All qualifications must be supported by relevant certificates, but please do not attach certificates, these will be requested at a later date. Please complete (and continue on a separate sheet if necessary) details of any training relevant to the post for which you are applying, including short day/half day courses.

## **2.2 Registration or Membership with Professional Bodies**

You must declare registration with NMC, SSSC or any other registered body. If you are successful your registration will be checked.

## **2.3 Current/Previous Employment**

Please provide details of your present post as requested, including any work experience, part-time or voluntary work. You should insert the title of your present post and include the name and address of your employer. Please provide full details of all previous posts you have held and any other employment that you consider relevant to the post you are applying for, starting with your most recent job. If you have any periods where you have not been in employment or education please give reasons.

## **2.4 Period of Notice Required**

Please state the length of notice required by any current employer.

## **2.5 Further Information**

Please provide any additional information which supports your application in terms of personal experience or about your current or previous role/s and responsibilities. You should demonstrate the experience, skills and abilities you feel you have which would help you to do the job you are applying for. You may wish to draw on voluntary work, personal experience and life skills. Please refer to the person specification and demonstrate how you meet this criteria. Please continue on a separate sheet if necessary.

## **2.6 References**

Please supply the details of two persons to whom we may apply for references. **One must be your current or most recent employer**, if you have been employed. A relative or friend is not accepted. References will normally be taken up following interview.

## **2.7 Disability**

Please provide details if you require any special arrangements to be made for your interview on account of your disability.

## **3 Equal Opportunities Monitoring Form**

(See separate form)

Please complete the Equal Opportunities Monitoring Form to enable us to monitor our recruitment process in relation to our Equal Opportunities Policy. The information you provide will be treated with the utmost confidence and will be used only for statistical purposes. Please complete the section asking where you saw the post advertised as this will help us to assess how effective our recruitment campaign has been. The information you provide will be recorded for analysis and the form will be securely destroyed.

## **4 Criminal Convictions Declaration Form**

(See separate form)

On the Criminal Convictions Declaration Form please provide details about any criminal convictions you have had, spent or not. Previous convictions will be looked at individually and may not automatically exclude applicants for employment. Please refer to job advert as completion of this form is dependent on the position you have applied for. If you were born

out with the UK or have lived out with the UK you will be asked to provide a criminal record certificate, where available, from your Government or an appropriate government/police agency in the country you were born and/or resided.

## **5 Retention Period**

Recruitment records will be held on file for a period of 6 months at which point will be destroyed securely. For successful applicants all recruitment documentation will be retained in their personal file.

## **6 Finally**

Please ensure you have completed all the details requested on the Application Form, Equal Opportunities Monitoring Form and Criminal Convictions Declaration Form and sign all three where indicated.

Please note that if untrue or inaccurate information is recorded, you may as an employee be subject to disciplinary action or dismissed.