Employment Application Form – Guidelines for Applicants

Please read this information before completing the online 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 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

- Please ensure that you include as much relevant information as possible on the 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,
- A CV can be accepted along with a completed application form, which can be emailed separately,
- Once you submit your application form, you will be invited to complete and return the Equal Opportunities Monitoring Form,
- If shortlisted, you may be asked to complete a Criminal Convictions Form where relevant for the post you are applying for.

2 The Application Form

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, these will be requested at a later date. Please complete 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, 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.

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 be taken up following a conditional offer.

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

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 will be securely destroyed after a period of three months.

4 Criminal Convictions Declaration Form

If you are shortlisted for interview, you will be asked to complete a Criminal Convictions Declaration Form, please provide details in line with guidance. 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 have lived out with the UK in the last five-years you will be asked to provide a criminal record certificate, where available, from your Government or an appropriate government/police agency in the country where you 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 and Equal Opportunities Monitoring Form and signed where indicated.

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

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