**Application Form**

**Declaration**

**Data Protection Act 2018**

Please read and sign below:

In applying for this post, I give my consent to Mainstay Trust Ltd holding and processing data which is relevant to the recruitment process. This includes sensitive personal data which will be used for monitoring purposes.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **POST TITLE** |  |

|  |  |
| --- | --- |
| **Personal Details** | |
| Full Name |  |
| Address |  |
| Post Code |  |
| Email Address |  |
| Phone (mobile) |  |
| Phone (home) |  |

Personal details required for the processing of the application will be removed before being passed to the selection panel for consideration. This is to ensure shortlisting is not influenced by age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation. Mainstay Trust Ltd is fully committed to the promotion of equal opportunities.

How did you hear about this post? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have access to a vehicle? Yes       No

Do you have business insurance? Yes       No

Do you have a valid driving licence? Provisional  Full  HGV  No

Have any current points/endorsements? (Give details)

**DECLARATION**

I confirm all the information contained in this application form is true and correct to the best of my knowledge

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Form**

Please fill in this form using black ink and capital letters or black typescript.

|  |  |
| --- | --- |
| Post Applied For |  |

|  |  |
| --- | --- |
| **Educational, Professional or Training Qualifications** | |
| Qualification/Course | Grade |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Current or Most Recent Employer** | |
| Name and Address |  |
| Position |  |
| Date Started |  |
| Date of leaving  (if applicable) |  |
| Reason for leaving |  |
| Notice period |  |
| **Main duties and responsibilities** | |
|  | |

|  |  |
| --- | --- |
| **Previous Employment**  Please start with the most recent | |
| Dates  (from and to) |  |
| Employer name |  |
| Reason for leaving |  |
| Post title and responsibilities | |
|  | |
| Dates  (from and to) |  |
| Employer name |  |
| Reason for leaving |  |
| Post title and responsibilities | |
|  | |
| Dates  (from and to) |  |
| Employer name |  |
| Reason for leaving |  |
| Post title and responsibilities | |
|  | |

|  |  |
| --- | --- |
| Dates  (from and to) |  |
| Employer name |  |
| Reason for leaving |  |
| Post title and responsibilities | |
|  | |

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| --- |
| **Any other experience you feel is relevant to your application**  Please include details of voluntary work, projects undertaken, study, membership of organisations, etc. |
|  |

|  |
| --- |
| **Supporting Statement**  Use this part of the form to tell us why you feel you are suitable for this job. You should refer to the Job Description and Person Specification to help you complete this section. Explain how your abilities, skills, experience and knowledge match those required in the Person Specification. It is not sufficient for you to say simply you have done or can do this job. Remember to consider experience from previous work, both paid and unpaid, as well as any experience gained outside work in the home such as at college or through voluntary or leisure pursuits.  **Please continue on a separate sheet if necessary but limit to two A4 pages** |
|  |

|  |
| --- |
| **Referees**  Please give the names, addresses, telephone numbers and e-mail address, if appropriate, of two referees, one of whom must be your current or most recent line manager. Referees will only be contacted once an offer of employment has been made and accepted. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current/Most Recent Employer** | | | **Previous Employer/Other Person Who Knows You in a Work Related Capacity** | | |
| Name |  | | Name |  | |
| Address |  | | Address |  | |
| Post Code |  | | Post Code |  | |
| Telephone number |  | | Telephone number |  | |
| Email Address |  | | Email Address |  | |
| How does this person know you? |  | | How does this person know you? |  | |
| Can we approach them without further permission from you? | | Yes  No | Can we approach them without further permission from you? | | Yes  No |

**Criminal Record Declaration**

Mainstay Trust promotes equality of opportunity and welcomes applications from diverse candidates.

This form must be completed by all applicants whether they have a previous conviction or not. The information disclosed on this form will not be kept with your application form during the application process and will be treated in the strictest of confidence and in accordance with the Data Protection Act 2018.

Please complete the disclosure form as accurately as possible. Mainstay Trust Ltd recognises the contribution ex-offenders can make and welcomes all applications. An offer of employment would only be withheld or withdrawn on the basis of a criminal conviction where information has been knowingly withheld or where the nature of the offence is relevant to the post and would impact detrimentally on Mainstay Trust Ltd, the applicant’s ability to carry out the role, or would impact detrimentally for the care of existing members, service users or staff.

Posts exempt from the Rehabilitation of Offenders Act 1974:

Certain posts within Mainstay Trust Ltd are exempt from the Rehabilitation of Offenders Act 1974 (as amended) due to the nature of the client group they work with. Any applicants invited to interview for such posts will be asked to disclose all convictions, cautions, reprimands and final warnings, whether spent or unspent. If the post you are applying for is exempted, this will be clearly stated in the information pack provided.

Any applicant offered a post which is exempt from the Rehabilitation of Offenders Act 1974 will be subject to a disclosure check at the appropriate level. This will be taken up after the interview. Offers of employment will not be made until a satisfactory disclosure has been received, and you should be prepared to discuss the disclosure in more detail if necessary. This may mean a delay between your interview and offer of a post.

All criminal records information is treated in the strictest confidence.

The list of offences which must always be disclosed can be found here:

<https://www.mygov.scot/offences-always-disclosed>

The list of offences which are to be disclosed subject to rules can be found here:

<https://www.mygov.scot/offences-disclosed-rules>

The Criminal Declaration Form will be managed in the following way:

* Please complete the separate Criminal Record Declaration Form enclosed within the application pack. This will not be reviewed prior to shortlisting.
* The shortlisting panel will assess your application with applicants being shortlisted on their skills and abilities and meeting the specified criteria for the position applied for.
* If you are unsuccessful in being shortlisted for interview your Criminal Record Declaration Form will be shredded/deleted.
* If you are asked to attend interview, the interview panel will have access to your **Criminal Record Declaration Form** prior to interview and checked for any relevant convictions. If you have disclosed criminal convictions (spent or unspent), they will discuss this further with you at the interview in order to expand on, and to clarify any information which has been disclosed.
* If the interview panel deems those convictions to be relevant you will be withdrawn from the list of interviewees. You may be asked to provide additional references from organisations you have been involved with to enable the Interview Panel to verify the information which has been disclosed.
* Should you be the preferred candidate for the post you will also be subject to a disclosure check at the appropriate level where a disclosure check is required for the post in question.

**Criminal Record Declaration Form**

**Unspent Convictions**

Do you have any unspent convictions? Yes☐ No ☐

All unspent convictions and admonishments must be disclosed.

If answered YES, please provide details on any unspent convictions and admonishments below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Details of Offence | Disposal |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Spent Convictions**

Do you have any convictions detailed in the list of Offences which must always be disclosed? (Please see Guidance Notes above) Yes☐ No ☐

If answered YES, please provide details on any unspent convictions and admonishments below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Court | Details of Offence | Disposal |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**DECLARATION**

I certify the information contained in this form is true and correct to the best of my knowledge and realise false information or omissions may lead to dismissal.

I understand if I am offered a post which is exempt from the Rehabilitation of Offenders Act 1974 (as amended) I will be subject to a disclosure check at the appropriate level, before the appointment is confirmed.

Signature ……………………………………. Date .....................................

Full Name (block capitals) ……………………………………….…………………………

**NB**: The information given in this form will be treated in the strictest confidence. If sending your application in the post, please enclose it in a sealed envelope, marked ‘Private and Confidential’ with your completed application form. Otherwise, please attach to your email as a separate document. Information about an applicant’s criminal record will only be looked at if the applicant has been shortlisted and invited for interview. Information about applicants who have not been invited for interview will be destroyed unseen.

**Equal Opportunities Monitoring Form**

Please complete this form for the purpose of equal opportunities monitoring. If you have difficulty reading or understanding this form, please contact HR.

**The information you provide on this form will be treated as strictly confidential and will not be made available to any person involved with the selection process.**

Please answer as many questions as possible. However, if there are questions you would prefer not to answer, please simply move on to the next question.

The information Mainstay Trust Ltd gathers helps us to monitor there is no discrimination against applicants or staff.

**Gender Identity**  **Marital Status**

**Monitoring Form Information – Please select the appropriate boxes**

Male ☐ Married/Civil Partnership ☐  
Female ☐ Single ☐  
Other ☐ I prefer not to answer this question ☐  
I prefer not to answer this question ☐

**Disability Caring Responsibilities**

Do you consider yourself disabled? Are you responsible for dependents?  
Yes ☐ Yes ☐  
No ☐ No ☐  
I prefer not to answer this question ☐ I prefer not to answer this question ☐

**Transgender Status**

Do you consider yourself or have you ever considered yourself to be transgender?  
Yes ☐  
No ☐  
I prefer not to answer this question ☐

**Religion**

Which of the following religions, religious denominations or bodies do you currently belong to?

None ☐ Jewish ☐  
Church of Scotland ☐ Muslim ☐  
Roman Catholic ☐ Sikh ☐  
Hindu ☐ Buddhist ☐  
Other – please specify\_\_\_\_\_\_\_\_\_\_\_\_\_ I prefer not to answer this question ☐

**Sexual Orientation Age**Are you: Are you:

Heterosexual ☐ Under 21 ☐  
Lesbian ☐ 21-30 ☐  
Gay ☐ 31-40 ☐  
Bisexual ☐ 41-50 ☐  
Other ☐ 51-60 ☐  
I prefer not to answer this question ☐ 60+ ☐  
 I prefer not to answer this question ☐

**Ethnic Origin**  
What is your ethnic group?

**White**

Scottish ☐  
Other British ☐  
Irish ☐  
Any other white background ☐  
Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mixed**

Any mixed background ☐   
Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Asian, Asian Scottish or Asian British**

Indian ☐  
Pakistani ☐  
Bangladeshi ☐  
Chinese ☐  
Any other Asian background ☐  
Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Black, Black Scottish or Black British**

Caribbean ☐  
African ☐  
Any other black background ☐  
Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Ethnic Background**

Any other background ☐  
Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I prefer not to answer this question ☐