



**CONFIDENTIAL**

## VSA APPLICATION FORM

Please complete this form in BLACK INK and return it to the HR Department, VSA, 38 Castle Street, Aberdeen, AB11 5YU, no later than the closing date specified. Any continuation sheets should be clipped and not stapled to your application.

For Office use only

Vac No \_\_\_\_\_

Appl No \_\_\_\_\_

Candidate No \_\_\_\_\_

**Position applied for:** \_\_\_\_\_ **Reference No:** \_\_\_\_\_

**Workplace:** \_\_\_\_\_ **Closing Date:** \_\_\_\_\_

**ARE YOU ELIGIBLE TO WORK IN THE UK? YES / NO**

**1. Mr / Mrs / Miss / Ms** (choose option)

Have you worked for VSA before? **YES / NO**

Surname: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_

First Name(s): \_\_\_\_\_

Mobile: \_\_\_\_\_

Known as: \_\_\_\_\_

Business: \_\_\_\_\_

(if we can contact you there)

Address: \_\_\_\_\_

E-mail address \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

National Insurance Number:\* \_\_\_\_\_

(\*Evidence will be required of this if you are offered employment)

**2. Do you hold a current Driving Licence? YES / NO Are you a car owner/have access to a car? YES / NO**

**3. From which source were you aware of this vacancy? (Tick as appropriate)**

Word of Mouth  Internal Vac List  VSA Website  Other Website (which) \_\_\_\_\_

Evening Express  P&J  Citizen  Independent  Other Newspaper/Journal (which) \_\_\_\_\_

**4. If offered this position, do you intend to work in any other capacity? YES / NO**

If **Yes**, please provide details: \_\_\_\_\_

**5. Do you have any disabilities or health problems which may affect your application or your ability to do the job? YES / NO**

If **Yes**, please describe these and;

a) Any **reasonable adjustment** which you feel should be made to the recruitment process to assist you in your application for this position.

b) Any **reasonable adjustments** which you feel should be made to the job itself which would enable you to carry out the associated duties for this position.

\_\_\_\_\_

\_\_\_\_\_

|  |   |
|--|---|
| <b>6. SECONDARY SCHOOL(S) ATTENDED</b> | QUALIFICATIONS GAINED<br><i>(INCLUDE ALL SUBJECTS AND GRADES)</i> |
|  |   |

| <b>7. FURTHER EDUCATION</b>   | FULL/PART TIME & EXAMINING BODY | COURSE OF STUDY QUALIFICATIONS OBTAINED | DATE ACHIEVED |
|-------------------------------|---------------------------------|---|---------------|
| NAME OF COLLEGE OR UNIVERSITY |                                 |   |               |
|                               |                                 |   |               |

**8. PROFESSIONAL MEMBERSHIP/REGISTRATION**

Are you currently registered with any of the following *(if yes – please give registration details)*:

SSSC *(or other UK equivalent)* Registration Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

GTC Registration Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

NMC Registration Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Details of other professional membership relevant to your application: \_\_\_\_\_

| <b>9a. EMPLOYMENT HISTORY - PRESENT OR MOST RECENT EMPLOYMENT</b>                                 |      |    |            |               |                 |
|---|------|----|------------|---------------|-----------------|
| EMPLOYER'S NAME AND ADDRESS   | FROM | TO | POST TITLE | ANNUAL SALARY | NOTICE REQUIRED |
|   |      |    |            |               |                 |
| Please provide a brief summary of your duties: <i>(continue on a separate sheet if necessary)</i> |      |    |            |               |                 |
| Please provide reason(s) for leaving/wishing to leave.  |      |    |            |               |                 |

**9b. EMPLOYMENT HISTORY - PREVIOUS EMPLOYMENT**

Please provide details of all previous employment with most recent first, including casual employment. **Please note that for adult and child care posts a full employment history with respective dates is required.** For all other posts you need only provide details of the last 15 years of your employment history *(if applicable)*

*(Continue on a separate sheet if necessary)*

| EMPLOYER'S NAME AND ADDRESS | FROM | TO | POST TITLE | ANNUAL SALARY | NOTICE REQUIRED |
|-----------------------------|------|----|------------|---------------|-----------------|
|                             |      |    |            |               |                 |

**10. FURTHER INFORMATION**

Use this section to provide any other information in support of your application including any relevant experience gained outwith paid employment. *(continue on a separate sheet if necessary)*

Our Equal Opportunities Policy affirms that no job applicant or employee will receive less favourable treatment on the grounds of race, colour, nationality, sex, sexuality, marital status, religion, age or disability, or be disadvantaged by any conditions or requirements which cannot be shown to be justifiable.

To make sure that our Policy is being carried out, it would be helpful if all applicants would answer the following questions on a confidential basis. Please select one option only from Sections A-E, then complete Section F, then one choice from each of Sections G-K, then finally L&M. The information will be used for statistical purposes only, and it will NOT be seen or used by those involved in the selection process.

**ETHNIC ORIGIN**

**A. WHITE**

- Scottish       Welsh
- English       Irish
- Northern Irish     British

Any other White background, please specify

**B. MIXED**

- White and Black Caribbean
- White and Black African
- White and Asian

Any other Mixed background, please specify

**C. ASIAN, ASIAN SCOTTISH, ASIAN BRITISH**

- Indian
- Pakistani
- Bangladeshi
- Chinese

Any other Asian background, please specify

**D. BLACK, BLACK SCOTTISH, BLACK BRITISH**

- Caribbean
- African
- English

Any other Black background, please specify

**E. OTHER ETHNIC BACKGROUND**

- Gypsy/Traveller
- PNTD

Any other background, please specify

**F. COUNTRY OF BIRTH**

**G. MARITAL STATUS**

- Married
- Single
- Divorced
- Separated
- Widowed
- Living with partner
- Civil Partnership

**H. GENDER**

- Male
- Female

**I. SEXUAL ORIENTATION**

- Heterosexual
- Gay
- Lesbian
- Bisexual
- PNTD

**J. RELIGION / BELIEF**

- Ch of Scotland     Buddhist
- Catholic             Hindu
- Other Christian     Sikh
- Jewish               No religion/belief
- Muslim

Other please specify

**K. DISABILITY**

Do you consider yourself to have a disability? (See note)

- Yes
- No
- PNTD

**L. DATE OF BIRTH**

| DD | MM | YYYY |
|----|----|------|
|    |    |      |

**M. CARING RESPONSIBILITY**

Do you have any care responsibilities for anyone?

- Yes
- No

please specify

**NOTES:** 1. The option PNTD is for Prefer Not to Disclose. 2. Section K – A disabled person under the Disability Discrimination Act 1995 is described as anyone with “a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities”

**11. PROTECTING THE VULNERABLE BY SAFER RECRUITMENT**

Before offering employment to any candidate, we will arrange for the individual to apply for an appropriate certificate from Disclosure Scotland, either at Basic or Enhanced level depending on the nature of the post in question.

- a) Enhanced Disclosures are required for
  - Individuals who perform a childcare role in terms of the Protection of Children (Scotland) Act 2003
  - Individuals who have contact with adults at risk

An Enhanced Disclosure will contain details of all spent and unspent convictions and any cautions (from England, Wales, and Northern Ireland). Even minor convictions may be included.

- b) Basic Disclosures will be required for all other posts; they show convictions considered to be unspent under the Rehabilitation of Offenders Act 1974.

- c) **Please answer the following questions only if you are applying for a position involving childcare or working with adults at risk.**

**Are you included on the lists of disqualification from working with vulnerable group**

**i.e. Children or Adults at Risk? YES / NO** If the answer is 'YES'- which list? \_\_\_\_\_

In addition, if you have lived overseas for any period of time, you will be required to provide documentation from the appropriate government agency in the country concerned, or from the embassy, consulate, etc. in the U.K., confirming whether or not you have had any criminal convictions.

Please note that we undertake not to discriminate unfairly against any candidate on the basis of conviction or related information. All procedures relating to recruitment ensure that individuals are selected on the basis of their merits and abilities in relation to the essential job related criteria.

**12. REFERENCES**

Please give the names, addresses, designations and telephone numbers of two people who are currently in a position to comment on your suitability for this position. At least one reference must be from/on behalf of your current/most recent employer. The onus is on yourself to ensure the referees are available to comply with our request at time of application. References will normally only be requested after interviews have been held.

|   | <b>REFEREE 1</b> | <b>REFEREE 2</b> |
|---|------------------|------------------|
| NAME  |                  |                  |
| FULL ADDRESS<br><i>(Including Postcode)</i> |                  |                  |
| Position/Designation                        |                  |                  |
| Telephone                                   |                  |                  |
| E-Mail address <i>(if known)</i>            |                  |                  |
| May we contact now                          | <b>YES / NO</b>  | <b>YES / NO</b>  |

**13. DECLARATION** I declare that the information supplied by me is to the best of my knowledge true and accurate. I agree that my personal information, including details required for Equal Opportunities Policy monitoring, may be processed by the Chief Executive of VSA for recruitment purposes only, and may be used for personnel administration purposes, including sickness records, should my application be successful.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_