



the best of care

VSA JOB APPLICATION FORM - CONFIDENTIAL (when completed)

Please complete this form in BLACK INK and return it to:
 HR Department, VSA, 38 Castle Street, Aberdeen, AB11 5YU
 to arrive no later than the closing date specified.
 We only accept CVs in conjunction with completed application forms.
 Please do NOT use STAPLES with this form
 Last Revised Date – August 2012
 Registered Scottish Charity Number SC 012950

Comments – if applicable	Int Date and Time:	For Office Use only:
1	Post Int Status:	Vac No:
2	Hrs being offered:	Appl No:
3	PVG Appt made for:	Cand No:

If you are applying for a post on a speculative basis (i.e. not for a specific Job Vacancy), please complete the type of work you are looking for in 'Position applied for' - where you wish to work in 'Workplace' and the word 'Spec' in 'Vacancy Ref No'

Position applied for:	Vacancy Ref No:
Workplace:	Closing Date:

SECTION 1	Personal Details
Surname:	Home Tel No:
First Name(s):	Mobile Tel No:
Known as: (e.g. Michael = Mike)	Business No: (if we can contact you there)
Address:	
Postcode:	
E-Mail Address:	
National Insurance No: <small>Evidence of this will be required if you are offered employment</small>	Do you hold a current Driving Licence? Yes / No Are you a car owner/have access to a car? Yes / No
Do you currently or have you worked for VSA before: YES / NO If YES - where within VSA?	
If you are offered this position – do you intend to work in any other job? YES / NO. If YES please provide full details:	

SECTION 2	From which source did you learn of this vacancy – please tick one appropriate option:		
VSA Website	Internal Vac List	Word of Mouth	Other website (which?)
Evening Express	P&J	Citizen	Other Newspaper / Journal (which?)
If this application is being made under the 'Recruitment Referral Bonus Scheme', please give the Number, Name and Workplace of the Employee involved:	Emp. No	Emp. Name	
		Emp. Workplace	

SECTION 3 – EDUCATIONAL AND VOCATIONAL QUALIFICATIONS: Please complete this section as follows: In section 3a - detail all qualifications obtained at school. In section 4b - detail any NVQ/SVQ qualifications you hold relevant to the post you are applying for and in Section 3c - detail your further educational qualifications (including HNCs). Proof of qualifications will be required.

3a - Secondary School(s) attended	Qualifications Obtained (include all subjects and grades)

SECTION 5b EMPLOYMENT HISTORY - PREVIOUS EMPLOYMENT: Please provide details of all previous employment with most recent first, including casual employment and explaining any gaps in your employment history. **Please note that for adult care 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)

EMPLOYERS NAME AND FULL ADDRESS	POST TITLE	FROM	TO	BRIEF SUMMARY OF DUTIES	REASON FOR LEAVING

SECTION 6 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)

SECTION 7 SAFER RECRUITMENT: At the completion of the selection process, preferred candidates will be provided with a conditional offer of employment, subject to Safer Recruitment checks. Please complete sections 7 and 8 fully

Regulated Work

Preferred candidates for posts conducting 'Regulated Work' (i.e. Childcare or Protected Adults) as defined by the Protecting Vulnerable Groups Act 2007 will be required to join the Protecting Vulnerable Groups (PVG) Scheme. Please answer the following questions in order for VSA to be able to send you the correct form when appropriate

Are you already a member of the PVG Scheme (NOT the old type Disclosure)?	YES or NO	If 'Yes' - What Membership Status appears on your certificate? Clearance to work with:	Adults Children Both
Are you included on any of the lists barring you from doing Regulated Work	YES or NO	If 'YES'- which list?	Adults Children Both
Do you currently have a PVG Scheme Application (not Update) process on-going via any other organization?	YES or NO	If you have lost your PVG Membership Certificate – please contact Disclosure Scotland directly to obtain another. VSA need to see original versions of your PVG certificate and subsequent Updates. You will asked to provide these at the appropriate time	

Non-Regulated Work

For all other positions not covered by the PVG Act 2007, then arrangements will be made for prospective candidates to apply for an appropriate certificate from Disclosure Scotland.

In addition, if you have lived overseas for any period of time, you may 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.

SECTION 8 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 in writing – VSA is unable to accept verbal references. At least one reference **must be from your current/most recent employer from their business address**. VSA will send the reference request letter or e-mail (preferred option) to 'The Manager' at that business address. 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 and you have become a 'Preferred Candidate' – 'may we contact now' below refers to that point in time.

	REFEREE 1	REFEREE 2
Name of Referee		
Position/Designation in company/organisation		
Company Name		
Full BUSINESS Address (Including Postcode)		
Telephone – Business		
E-Mail address (if known) Please print distinctly		
May we contact now	YES / NO	YES / NO

SECTION 9. DECLARATION: I declare that the information supplied by me is to the best of my knowledge true and accurate and understand that VSA reserves the right to terminate my employment should it be discovered that I have provided false, misleading or inaccurate information. 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 _____

EQUAL OPPORTUNITIES MONITORING

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 sections LM&N. 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

- A1 Scottish A4 Welsh
 A2 English A5 Irish
 A3 Northern Irish A6 British
 A7 Any other White background,
 please specify in box below

B Mixed

- B1 White and Black Caribbean
 B2 White and Black African
 B3 White and Asian
 B4 Any other Mixed background,
 please specify in box below

C Asian, Asian Scottish, Asian British

- C1 Indian
 C2 Pakistani
 C3 Bangladeshi
 C4 Chinese
 C5 Any other Asian background,
 please specify in box below

D Black, Black Scottish, Black British

- D1 Caribbean
 D2 African
 D3 Any other Black background,
 please specify in box below

E Other ethnic background

- E1 Gypsy/Traveller
 E2 PNTD
 E3 Any other background,
 please specify in box below

F. Country of Origin/Citizenship

G Marital Status

- A Married
 B Single
 C Divorced
 D Separated
 E Widowed
 F Living with partner
 G PNTD

H Gender

- M Male
 F Female

I Sexual Orientation

- A Heterosexual
 B Gay
 C Lesbian
 D Bisexual
 E PNTD

J Religion / Belief

- A Ch of Scotland F Buddhist
 B Catholic G Hindu
 C Other Christian H Sikh
 D Jewish I No religion/belief
 E Muslim K PNTD
 J Other, please specify in box below

K. Disability

Do you consider yourself to have a disability? (See note 2 below).

- 1 Yes
 2 No
 3 PNTD

L. Date of Birth

DD	MMM	YYYY

N. Title (please indicate which title you prefer)

Mr	Mrs	Miss	Ms	
----	-----	------	----	--

For Dr etc, use blank box at end

M. Caring Responsibility

Do you have any care responsibilities for anyone?

- A Yes
 B No If **Yes** please specify who in box below

Note1. The option PNTD is for **Prefer Not To Disclose**.

Note2. 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”

Please do not write on this page!

N.B. Please complete sections 7, 8 & 9 on next page