#

# Application for Employment

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| **Applicant Initials:** |  |
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| **Applicant Surname:** |  |
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| **Title of Post you are applying for:** | MODERN APPRENTICE  |
| **Team you wish to apply for:** (delete the team you are not interested in) |  |
| HR/OWD or Participation and Equalities |
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| **Location of Post:** | DUNDEE |
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To help us assess your application please complete all sections of this

application form. If a section/question is not relevant, please state NONE or N/A (not applicable).

A CV (Curriculum Vitae) will not be accepted unless submitted by a visually impaired applicant.

Please type or print using black ink.

**Privacy:** We respect your privacy and will only use personal information collected to support the recruitment process in accordance with Data Protection legislation.To find out how we will handle your personal information please read our privacy notice available on our website.

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| **1 Your Personal Details** |

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| Address:  |  |
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| Postcode: |  |  |  |
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| Tel (Home): |  | Tel (Work): |  |
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| Mobile: |  |
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| Email: |  |
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| Please indicate where you heard about or saw this vacancy first (please be specific about where online or other):  |

|  |  |
| --- | --- |
| Care Inspectorate Website |  |
| My Job Scotland |  |
| S1 |  |
| Other Job Board |  |
| Email from Care Inspectorate |  |
| Email from other |  |
| Word of Mouth |  |
| Facebook |  |
| Twitter |  |
| LinkedIn |  |

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| Other (please specify) |  |

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| Are you a United Kingdom (UK) national or Irish citizen? | Yes / No |
| If you have answered ‘No’ above, you must answer these questions:Please select the category that relates to your current immigration status/work visa. The status/visa will be subject to checking before interview. | EU settlement schemeIndefinite leave to remainFamily member/Adult dependentRefugee (with right to work in the UK)Health and care workerSkilled workerGlobal talentSenior or specialist worker/Global business mobilityHigh potential studentStudentGraduate traineeYouth mobility schemeTemporary workOther (please specify):  |
| Please supply details of any visa you currently hold: |  |
| Does your visa have a condition restricting employment or occupation in the UK? | Yes / No |
| If there are restrictions on your visa, please provide details: |  |
| National Insurance number: |  |

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| **2 Your School Education** |

Give details of any certificates obtained.

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| **Awarding Body (e.g., SQA)** | **Course/Subject/Module Titles** | **Level/Grade of Course** **(e.g., 1,2,3 / A, B, C)** | **Date Certificate Awarded** | **ü Tick if Awaiting Results** |
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| **3 Your Further Education** |

Give details of any certificates awarded.

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| **University/College** | **Course Title****(e.g., NC, SVQ unit, etc.)** | **Subjects studied** | **Date Awarded** | **ü Tick if Awaiting Results** |
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| **4 Your Training**  |

List any training attended (relevant to this job application).

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| **Course Provider** |  **Course title** | **Date**  |
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| **5 Your Current Employment (or most recent employment)** |
| **Name & Address of Employer**  | **Job Title** | **Dates** | **Basic Salary/Wage****£**  **per week/year****Additional Supplement/Bonus etc.****£**  **per week/year****Notice Required:** |
| **From**  | **To** |
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| **6 Your Previous Employment**  |

List your previous employment (with your most recent employer first).

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| --- | --- | --- | --- | --- |
| **Name & Address of Employer** | **Job Title and Brief Description of Duties** | **Annual Salary of Hourly Rate** | **Dates** | **Reason for Leaving** |
| **From**  | **To** |
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| **7 Your Information**  |

Tell us how your skills, knowledge, and experience are relevant to this job application (in no more than 500 words).

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| **8 Your Leisure Activities or Interests** |

**Please Note:** Completion of this section is optional.

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| **9 Your Referees** |

Provide details of two referees. If you are currently in employment, at least one must be your present employer. References will not be taken up until after an interview. After interview, if the Care Inspectorate is considering offering you an appointment, referees will only be contacted with your consent.

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| **Contact Name & Occupation** | **Address** **(including Postcode)** | **Email address** |
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| **10 Variable Working** |
| Tick the box if you wish to apply for this post on a reduced hours basis | [ ]  |
| If yes, please indicate your preferred work arrangement: |
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| **11 Disability: guaranteed interview scheme** |

The Equality Act 2010 defines disability in the following way: "A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities". Further information regarding the definition of disability can be found here: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>

**The Care Inspectorate offers a guaranteed interview to any applicant who considers him/herself to be Disabled and who meets the minimum essential requirements for the post.**

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| Tick the box if you consider yourself to be Disabled | [ ]  |

If yes, please provide details on any support you may require through the recruitment process or in the role:

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| **12 Care Experienced: guaranteed interview scheme** |

We recognise Care Experienced applicants as someone who has been formally looked after by a local authority, in the family home (with support from social services or a social worker), in kinship care with family, friends or relatives (including informal kinship care), foster care, residential or secure care or legally adopted.

**The Care Inspectorate offers a guaranteed interview to any applicant who considers him/herself to be Care Experienced and who meets the minimum essential requirements for the post.**

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| Tick the box if you consider yourself to be Care Experienced | [ ]  |

If you have ticked yes but do require any support, please leave the following box blank.

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| If you need any support through the recruitment process or to carry out the role, please note this here: |

If you choose not to disclose that you are Care Experienced at this stage, you can do so at any time during employment.

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| **13 Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013)**  |

Under this legislation, applicants are entitled to withhold information on a criminal conviction on the grounds that it is ‘spent’ following a period of rehabilitation, unless the post has been advertised as ‘excepted’ from these provisions, which all offices and employments within the Care Inspectorate are. All applicants selected for interview must complete and submit a Criminal Conviction Declaration Form which will provide full details of the legislation and give advice on how to complete the declaration.

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| **14 Declaration** |

**IMPORTANT (Please read carefully before signing)**

I certify that all statements given above by me on this form are true and correct to the best of my knowledge, I realise that if I am employed and it is found that such information and all other documents associated with the recruitment and selection process is false or that I have withheld information I am liable to dismissal without notice.

**Data Protection Act**

I consent to the Care Inspectorate and its agents processing, by means of information and communication technology or otherwise, any information which I provide to them for purposes of recruitment to and employment with the Care Inspectorate, monitoring the effectiveness of the Care Inspectorate’s Equal Opportunities Policy, and, in the exercise of the Care Inspectorate’s legitimate interests.

**Please sign using initials and surname only.**

Signed: …………………………… Date: ……………………………

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| **15 Returning Your Application** |

Return your completed application form by email to**recruitment@careinspectorate.gov.scot**by the closing date (shown on the advert for the job).