***First save this form under another name. To complete the form, point your mouse arrow on to the highlighted portions OR use your tab key to move between the highlighted fields and start typing, OR double click the highlighted portions to check or populate the fields. You must complete the application form in full as we do not accept CVs.***

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | **PART A**  **Personal Details** | | |
| **Application for (Job Title):** | | | | | | **Job Reference No:** | | |
| **For office use only** | | |
| **Candidate ID No:** | | |
| No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, or sexual orientation.  **Only 'Part C' of this form will be made available to short-listing panels, therefore we would ask that you complete this section as fully as possible, especially the Statement in Support of Application, in reference to how you meet the criteria for the post.** | | | | | | | | |
| **Personal Details** | | | | | | | | |
|  |  | |  |  | | | |  |
| Surname: |  | | Forename: |  | | | |  |
|  | | |  | | | | | |
| Name known: by (if different) |  | | | Title: | | |  |  |
|  |  | | |  | | |  | |
| Address: |  | | | | | | | |
|  |  |  | | | | | | |
|  |  | | | | | | | |
|  |  | |  | | | |  | |
|  |  | | | Post Code: | | |  | |
|  | | |  |  | | | | |
| Contact Telephone Numbers: | | | Day: |  | | | | |
|  | | |  |  | | | | |
| Evening: |  | | Mobile: | |  | | | |
|  | |  | |  | | | | |
| E–mail: address (if we may use this): |  | | | | | | | |
|  |  |  |  | | | | | |
| If we need to, the best way for us to contact you is by: | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details Cont’d…** | | | | | | | | | | | | | | | | | |
| Are there any dates where you are not available for interview? | | | | | | | | | | | | |  | | | | |
| Where did you learn about this vacancy? | | | | | | | | | | | | |  | | | | |
| Are you a relative of a Board member? | | | | | | | | | | | | | Yes | | | No | |
| Are you a relative of a staff member? | | | | | | | | | | | | | Yes | | | No | |
| **If YES to any of the above, please give details:** | | | | | | | | | | | | | | | | | |
| **Work Permit** | | | | | | | | | | | | | | |  | |  |
| Do you need a work permit to take up this post? | | | | | | | | | | | | | | | Yes | | No |
| **Working in the UK** | | | | | | | | | | | | | | |  | |  |
| Are you eligible to work in the UK? | | | | | | | | | | | | | | | Yes | | No |
| **Referees** | | | | | | | | | | | | | | | | | |
| Your referees will include your present (or most recent) employer. Please identify below (Name 1) the person in your organisation who is authorised to confirm your employment and the details given in your application.  Please identify a second referee (Name 2) who may have closer knowledge of your skills, knowledge and abilities and who may offer opinion on your suitability for this post. **You should not use family members or friends.**  Our pre-employment screening checks also include, where appropriate, health and fitness for work, criminal records, qualifications and professional registration.  **Note that references will only be taken up for preferred candidates following interview.** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Name 1:** | |  | | | | Designation: | | | | | |  | | | | | |
|  | |  | | | |  | | | | | |  | | | | | |
| Address: | |  | | | | | | | | | | | | | | | |
|  | |  | | | | |  | | | | | | | | | | |
|  | |  | | | | | | | | Post Code: | | | |  | | | |
|  | |  | | | | | | | |  | | | |  | | | |
| Telephone: | |  | | Email: | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Name 2:** |  | | | | Designation: | | | | | |  | | | | | | |
|  |  | | | |  | | | | | |  | | | | | | |
| Address: |  | | | | | | | | | | | | | | | | |
|  |  | | | | | |  | | | | | | | | | | |
|  |  | | | | | | | | | Post Code: | | | |  | | | |
|  |  | | | | | | | | |  | | | |  | | | |
| Telephone: |  | | Email: | | | | |  | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |

|  |
| --- |
| **Job Reference No:** |
| **For office use only** |  | | **PART B**  **Declarations** | |
| **Candidate ID No:** |  | |
| **Rehabilitation of Offenders Act 1974** | | | | |
| **Do you have any unspent criminal convictions?**  **Information will be verified by Disclosure Scotland for relevant posts.**  Yes  No  If yes, please provide details: | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| Please read the following statements. You will be asked to sign a declaration if you are appointed:   * I have completed Parts A to D of this application form and the details I have supplied are, to the best of my knowledge, true and complete * I understand that if appointed to this post the information on this form will be kept as part of my personal file record * I authorise you to obtain references to support this application if I am identified as a preferred candidate * I understand that details of educational qualifications, membership of professional bodies and referee reports may be verified through the establishments and individuals I have indicated * I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Act 1998 | | | | |
| **Read, agreed and understood (check box)** | | **Date:** | |  |

**This page is intentionally blank**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Reference No:** | | | | | |
| **For office use only** | | | | | |  | | | | | | | **PART C**  **Career / Educational Summary** | |
| **Candidate ID No:** | | | | | |  | | | | | | |  | |
| **Present (or most recent) Post** | | | | | | | | | | | | | | |
|  |  | | | | | | | |  | |  | | | |
| Job Title: | |  | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | |
| Employer: | |  | | | | | | | | | | | | |
|  | | | | | | | | | |  | |  | | |
| Dates of Employment: | | | | | From: | |  | | | To: | |  | | |
|  | | | | | | |  | | | | | | | |
| Reason for Leaving (if applicable): | | | | | | |  | | | | | | | |
|  | | | | | | |  | | | | | | | |
| Notice Period: | | |  | | | | Current Salary & Benefits: | | |  | | | | |
| **Role Purpose / Summary of Responsibilities** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| **Employment History** | | | | | | | | | | | | | | |
| Start with your most recent employment and work down the page, covering your employment for the last 5 years.  Please include any periods of unemployment.  If a job supports the position applied for, please say more about it in your Application Support Statement (last page Part C). | | | | | | | | | | | | | | |
| **Job Title** | | | | **Employer** | | | | | | **Date From** | | | | **Date To** |
|  | | | |  | | | | | |  | | | |  |
|  | | | |  | | | | | |  | | | |  |
|  | | | |  | | | | | |  | | | |  |
|  | | | |  | | | | | |  | | | |  |
|  | | | |  | | | | | |  | | | |  |
|  | | | |  | | | | | |  | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualifications Achieved** | | | |
| Subjects | Type of Qualification  eg. Standard Grade, GCSE, Higher, BSc | | Grade Achieved |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **Qualifications Currently Studying or Working Towards** | | | |
| Subjects | Type of Qualification  eg. Standard Grade, GCSE, Higher, BSc | Grade Anticipated | Date Anticipated |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Membership of Professional or Regulatory Bodies** | | | |
| Full name of organisation(s) | Registration Number | Renewal Date | |
|  |  |  | |
|  |  |  | |
|  |  |  | |

| **Details of Courses Attended / Other Specialised Training** |
| --- |
|  |
| **Disability** |
| The Disability Discrimination Act 1995 and Amended Regulations 2005defines disability as follows: “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. Almond Enterprises Limited operates **a Job Interview Guarantee (JIG),** which means that if you have a disability, **and meet the minimum criteria outlined within the person specification**, you will be guaranteed an interview. However, some disabled people prefer not to take this option, so please tick your preference if you are a disabled candidate.  **Do you want to participate in the interview guarantee scheme? Yes**  **No**  Please specify any special requirements you require if attending for interview, e.g. Induction Loop, Wheelchair Access, Signer: |
| **Driving Licence (see Job Description - only** **complete if a driving licence is essential)** |
| Do you have a driving licence? **Yes**  **No**  Do you have a car or have use of one? **Yes**  **No** |

|  |
| --- |
| **Statement in Support of Application –** please tell us your personal qualities, skills and attributes, experiences and any major achievements, and show how they match those needed for this job. You may also wish to detail any leisure pursuits, hobbies or interests. |
|  |

|  |
| --- |
| **Job Reference No:** |
| **For office use only** |  | **PART D**  **Equalities Monitoring** |
| **Candidate ID No:** |  |
| **Equal Opportunities Monitoring** | | |
| We want to ensure that our job opportunities are open to all. The only way we can ensure there is equal opportunity is to monitor applications we receive and compare the profiles of people who apply with those appointed, therefore this form asks you for your ethnic origin, gender, disability and age.    **The information you provide in this part of the form (Part D) is confidential and is not used in the selection process. It will be separated from the rest of the form when we receive it.**  Whilst you are invited to complete this form, you are not obliged to do so, either in full or in part.  We at Almond are committed to the promotion of equal opportunity and to combating discrimination, direct or indirect, in the   * recruitment to membership of the Board of Management * recruitment and employment practices   We are also committed to complying with all current anti-discrimination law, regulations and good practice.  We will seek to ensure that in all our policies, procedures and management decisions there is no discrimination on the grounds of gender, marital status, age, ethnic origin, nationality, colour, religion, sexual orientation, disability or health problem.  We will provide information in alternative forms for those who require it, for example by using audio tapes, Braille or other languages.  As part of our commitment to Equal Opportunities, and in compliance with the Equality Act 2010, we have adopted an Equality & Diversity Policy Statement.  A full copy of Almond’s Equality & Diversity Policy may be obtained from our offices at  New Almond House, 44 Etive Walk, Livingston, West Lothian EH54 5AB | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1)** **You are:** | | | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | |
| Female | | | | | | | Male | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **2)** **What is your age?** | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| I am       years old, and my date of birth is: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **3)** **Do you consider you have a disability?** | | | | | | | | | | | | | | | | |
| |  |  |  | | --- | --- | --- | | Yes | No | Prefer not to say | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| * If you have answered **yes** to this question, please describe the nature of your disability: | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **4) What is your ethnic group?** | | | | | | | | | | | | | | | | | |
| Choose **one** section from A to F, then check the appropriate box to indicate your cultural background | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **A: White** | | Scottish | | | | Irish | | | Other British | | | Polish | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | Gypsy / Traveller | | | | | | | Any other White background | | | | |  |  | | |
|  | | | | | | | | | | | | | | | | | |
| **B: Mixed or Multiple Ethnic Background** | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **C: Asian, Asian Scottish, Asian British** | | | | | | | | | | | | | | | | | |
|  | | | Pakistani | | | Indian | | | Chinese | |  | | | | | | |
|  | | |  | | | | | | |  | | | | | | | |
|  | | | Bangladeshi | | | Any other Asian background | | | | | | | | | | | |
|  | | |  | |  | | |  | | |  | |  | | | | |
| **D: Black, Black Scottish, Black British** | | | | | | | | | | | | | | | | | |
|  | | Caribbean | | | | African | | |  | |  | | | | | | |
|  | | |  | | | | | | |  | | | | | | | |
|  | | Any other Black background | | | | | | | |  | | | | | | | |
|  | |  | | | | | | | | | | | | | | | |
| **E: Other Ethnic Background** | | | | | | | | | | | | | | | | | |
|  | | Arab, Arab Scottish or Arab British | | | | | | | Any other group | | | | |  | |  | |
|  | | | | |  | | |  | | |  | |  | | | | |
| **F: Other** | | Any other background | | | | | |  | | |  | |  | | | | |
|  | | | | |  | | |  | | |  | |  | | | | |
| **G: Prefer not to answer** | | | | | | | | | | |  | | | | | | |
|  | | | | |  | | |  | | |  | |  | | | | |