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| Post Applied For: |  |

**Section 1: Contact Details**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name**: | | **Surname**: | | | | | |
| **Former names (if applicable)** | |  | | | | | |
| **Home phone number**: | | **Address** (including postcode): | | | | | |
| **Mobile number**: | |  | | | | | |
| **Email Address**: | |
| **National insurance number:** | |  | | | | | |
|  |  | | | | | | |
| **How do you prefer to be contacted?**: |  | | | | | | |
|  | | | | | | | |
| **Do you have the right to undertake paid work in the UK?** | | | Y / N | | |  |  |
| **Where did you find out about this vacancy?** (Please be specific and give the name of any website or mailing list you have used) | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Are you a member of the PVG Scheme?** | | Y / N | |  | | |  |
|  | | | | | | | |
| **Are you a member of the Scottish Social Services Council (SSSC)?** | | | | | Y / N | |  |

**Section 2: Previous Convictions**

The post that you have applied for requires a basic, standard or enhanced disclosure or is one where your normal duties include regulated work and requires a PVG disclosure in accordance with at least one of the following pieces of legislation

* Rehabilitation of Offenders Act 1974 (as amended)
* Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)
* Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)
* Police Act 1997 (as amended)

You are therefore required to disclose certain convictions, but you should not tell us about any convictions which were gained before the age of 12. Having a criminal record will not necessarily be a bar to working or volunteering with us. We will consider any information disclosed fairly and in accordance with the requirements of Rehabilitation of Offenders Act 1974. For further information you may wish to visit the Disclosure Scotland website at <https://www.mygov.scot/convictions-higher-disclosures/> Please contact us if you require a self-declaration form and full guidance notes.

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| **Do you have any unspent convictions which mean you need to complete a self-declaration form?** | Y / N |

**Section 3: Current/Most Recent Employment/Volunteer Post or Experience**

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| --- | --- |
| **Employer Name**: | **Employed From**: |
| **Employer Address**: | **Notice Required**: |
|  | **Date of Leaving**:  (if applicable) |
| **Reason for Leaving**:  (if applicable) |
| **Position Held**: | **Final Salary**: |
| **Brief description of duties and achievements whilst in post**: | |
|  | |

**Section 4: Previous experience:**

Including previous employment, volunteering roles or other relevant lived experience with the most recent first   
(please provide a minimum of 10 years, or as much as possible)

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| --- | --- | --- | --- | --- |
| **From** | **To** | **Employer** | **Position Held & Brief Description** | **Reason for Leaving** |
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**Section 5: Referee Details**

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| --- | --- | --- | --- |
| **Current or most recent employer/Volunteer organisation**: | | **2nd Referee**: | |
| **Name:** | | **Name**: | |
| **Organisation**: | | **Organisation**: | |
| **Job Title**: | | **Job Title**: | |
| **Email Address**: | | **Email Address**: | |
| **Phone Number**: | | **Phone Number**: | |
| **Relationship to Applicant**: | | **Relationship to Applicant**: | |
| **Can be contacted prior to interview**: | **Y / N** | **Can be contacted prior to interview**: | **Y / N** |

**Section 6: Qualifications & Professional Memberships**

Details of any qualifications you hold which are relevant to the post you are applying for:

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| --- | --- | --- |
| **Qualification** | **Subject** | **Awarding Body** |
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Details of any professional bodies you are registered with (including SSSC if applicable):

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| --- | --- | --- |
| **Professional Body** | **Type of Membership** | **Registration Number** |
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Use a separate sheet if required – proof of these may be required before a firm offer is made

**Section 7: Learning & Development Activities**

Please list any other training, learning or development activities undertaken which you think are relevant to this application (e.g. first aid, presentation skills)

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| **Details** | **Date Completed** |
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**Before completing the rest of the form you should consider the job description for this role carefully.   
Your application will be assessed against the criteria listed within that document.**

**Section 8: Team Work**

Tell us about a time when your contribution made a positive difference to a team you were working with.

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| What was the situation? |
|  |
| How did you earn their trust and confidence? |
|  |
| What was outcome? |
|  |

**Section 9: Building & Maintaining Relationships**

Tell us about a time when you built a relationship with someone you found challenging or difficult.

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| What was the situation? |
|  |
| How did you earn their trust and confidence? |
|  |
| What was outcome? |
|  |

**Section 10: Our Values**

One of our five values is **community**. Explain what this means to you and how you have demonstrated this.

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**Section 11: Additional Requirements for this role**

Where the job description lists **Knowledge**, **Skills**, **Qualifications** & **Competencies**, please describe how you meet these here. We are interested in hearing about your professional, volunteering and lived experience.

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**Section 12: Declarations**

Under The Protection of Vulnerable Groups (Scotland) Act 2007, all positions which involve direct work, training or coaching with children or protected adults require a Protection of Vulnerable Groups application or update to be completed via Disclosure Scotland.

All employment or offers of work will be subject to satisfactory completion of these pre-employment checks.

I confirm that I understand the above and agree that I will be willing to complete a disclosure/PVG application form for the position to which I am applying.

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| --- | --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |  |

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| **I confirm that the information I have given on this form is to the best of my knowledge correct and accurate, and that misleading statements may be sufficient grounds for cancelling any agreements made.**  (If submitting this form by e-mail you will be required to sign a paper copy if invited to interview.) | | | | | | | | |
| Signature: |  | | |  | Date: |  | |  |
|  |  |  |  | |  | |  | |

Please send your application to us at [**danielle@dbfc.org.uk**](mailto:danielle@dbfc.org.uk)