



For office use only. Candidate no.:

## Application for Employment

Please complete all sections of the application form either by hand or computer. CVs should not be submitted and will not be considered as part of the application.

### Contact Details Page

This page and the following page will be separated from your application form and will not be seen by the interview panel.

#### Post:

Surname and initials:

Address: .....  
.....  
.....

Post Code: .....  
Telephone: ..... (home) ..... (work)  
..... (mobile)

E-mail address:

#### Referees:

Please give details of two persons who have agreed to act as referees for this application. One of these should be your present or last employer. Referees will **only** be contacted if you are the successful candidate at interview stage.

Name: .....	Name: .....
Address: .....	Address: .....
.....	.....
.....	.....
Post Code: .....	Post Code: .....
Tel No: .....	Tel No: .....
Designation: .....	Designation: .....

## Convictions

Forth Sector is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. This means that **unless stated in the job description, person specification or application pack**, you must tell us about any previous convictions either classed as 'spent' or 'unspent'. If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers. **Information will be verified by Disclosure Scotland for relevant posts.**

I declare that I have (please circle 'a' or 'b' as appropriate):

(a) No previous convictions

(b) Previous convictions – details of which are:

Do you hold a current driving licence?

Yes/No

Do you have any health problems which might affect your performance adversely in the job you have applied for?

Yes/No

If Yes please give details.

## Candidate's declaration

- I confirm that all the information in this form is, to my knowledge, correct.
- I understand that providing false information or omitting material facts would be considered gross misconduct and could lead to dismissal.
- Should I be offered the post I accept that my referees will be contacted.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Applications should be returned to the HR Administrator, Margaret Fielding, marked 'Private and Confidential':

Forth Sector  
SPACE  
11 Harewood Road  
Edinburgh  
EH16 4NT

**Thank you for your interest in Forth Sector and for taking the time to fill out this application form. If you require further assistance completing this application, please let us know.**

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## Qualifications

Please give details of any professional or academic qualifications, membership of professional bodies, and training courses attended which you consider relevant to this application.

## Present/Most Recent Employment

Employer: .....	Job title: .....
Address: .....	Date started: .....
.....	Date left (if applicable): .....
.....	Reason for leaving: .....
.....	.....
Notice to be given: .....	.....
Current salary: .....	.....

Roles and Responsibilities:

<b>Previous Employment</b> (beginning with the post previous to above)					
Dates employed	Employer and address	Position	Main duties	Salary	Reason for leaving

**Statement in support of application**

To enable us to consider your suitability for this post and to ensure the selection process is objective and fair, we will assess your application against the criteria set out in the Person Specification sent to you with this form. Please tell us how you feel you meet the Person Specification by giving details of relevant knowledge, skills and experience. Examples, are particularly useful in helping us to make an objective assessment.  
(Please continue on a separate sheet of paper if necessary.)



**Equal Opportunities Monitoring Form**  
**Job Applicants**

Forth Sector is an Equal Opportunities Employer. In order to assist with monitoring the effectiveness of this policy you are asked to complete the appropriate details on this monitoring form. This information will be used for the monitoring of recruitment.

In addition, if your application is successful and you become an employee of Forth Sector, this information will be held on a computerised personnel system and will be used to produce organisational statistics for Equal Opportunities Monitoring. PLEASE NOTE: THIS INFORMATION WILL NOT BE CONSIDERED IN THE SELECTION PROCESS.

**CONFIDENTIAL**

**PLEASE PRINT**

Post Title

\_\_\_\_\_

Please complete all six sections of the questionnaire by placing a tick or by providing information where appropriate in the classification box applying to you in each section.

1. GENDER      Male       Female

2. AGE      Date of Birth    \_\_\_/\_\_\_/\_\_\_

3. MARITAL STATUS    Married     Unmarried     Other

**4. DISABILITY**

It is recognised that disabled people are not only those whose disability is immediately apparent (e.g. Blind people or those in wheelchairs) but also those whose disability is not immediately obvious (e.g. Heart trouble, mental illness, epilepsy or diabetes). Please indicate if you have a disability which you consider falls within the Disability Discrimination Act 1995 as indicated above.

YES

## 5. ETHNIC ORIGIN

Individuals should determine with which of the undernoted categories they most closely associate themselves having regard to their ethnic or cultural background.

UK	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Irish	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Other European	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>	Asian	<input type="checkbox"/>
Other (please specify)			

## 6. SKIN COLOUR

In line with the general advice of the Commission for Racial Equality the process of monitoring ethnic origin will also include a secondary classification by reference to skin colour. (Note - "Black" applies to all colour groups other than white)

White       Black

## 7. MEDIA

Where did you learn of this vacancy?

Newspaper	<input type="checkbox"/>	(Please state name .....
Job Centre	<input type="checkbox"/>	Word of Mouth <input type="checkbox"/>
Journal	<input type="checkbox"/>	(Please state name .....
Other	<input type="checkbox"/>	(Please specify .....



SUPPLEMENTARY  
INFORMATION  
FORM



NAME \_\_\_\_\_

POST \_\_\_\_\_

GUARANTEED INTERVIEW SCHEME FOR PEOPLE WITH  
DISABILITIES

If you have a disability and if, from the information you have given on the application form, you appear to have the minimum skills, experience and other attributes for the post then you will be guaranteed an interview.

If you have any queries about the scheme, please contact the HR & Employability Director on 0131 659 4710

Do you consider yourself to be a person with a disability?

YES  NO

If yes, please detail any reasonable adjustments you consider necessary in respect of your employment arrangements or workplace premises in relation to this post.