**APPLICATION FOR EMPLOYMENT**

## (Part A)

The information contained in part A will be used as part of the selection process and will therefore be made available to all persons involved in this process.

|  |  |
| --- | --- |
| **Full Name:** |  |
| **Pronouns:** |  |
| **Contact Number:** |  |

**EDUCATION, PROFESSIONAL QUALIFICATIONS, COURSES & TRAINING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Education:**  **Secondary, Higher and Vocational qualifications** | | | |
| **Qualification** | **Grade** | **Where Achieved** | **Year** |
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**Professional Qualifications:**

**(i.e. membership of Professional Institutes or Associations etc.)**

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**Short courses: *Relevant* Specialist training**

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| **EMPLOYMENT HISTORY** |

Begin with your most recent employer. Please give reasons for any gaps in employment.

**1.**

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| --- | --- | --- | --- | --- |
| Name of Employer: |  | Notice Period: | Position Held: |  |
| Employer Address: |  | | Date From: |  |
| Date Left: |  |
| Reason for Leaving: |  |
| **Duties: (Briefly describe your duties – 200 words max)** | | | | |

**2.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer: |  | Position Held: |  |
| Employer Address: |  | Date From: |  |
| Date Left: |  |
| Reason for Leaving: |  |
| **Duties: (Briefly describe your duties – 100 words max)** | | | |

**3.**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Employer: |  | Position Held: |  |
| Employer Address: |  | Date From: |  |
| Date Left: |  |
| Reason for Leaving: |  |
| **Duties: (Briefly describe your duties – 100 words max)** | | | |

**PREVIOUS EMPLOYERS**

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| --- | --- | --- | --- | --- |
| **Dates Worked** | | **Employer name and address** | **Position held and nature of duties (*25 words max each description*)** | **Reason for leaving** |
| **From** | **To** |
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**Tab to add additional columns**

**Skills and Experience**: Using the person specification and job description, tell us about your qualities, skills and experience that you believe make you the right person for this post. Make sure you give relevant examples to illustrate how you will meet the essential and desirable requirements as detailed in the job description. *CVs will not be considered*.

**Please use no more than 500 words.**

## **Work Culture:** **Using no more than 200 words**, describe your ideal work environment and what motivates you.

**Reason for applying**: **Using no more than 200 words**, state your reason for applying for this post:

**References**: List two professional referees who are familiar with the quality of your work, have worked directly with you, and have known you at least two years. (One of these must be your last employer)

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| **Name and Address of Reference** | | **Name and Address of Reference** | |
| Name: |  | Name: |  |
| Occupation: |  | Occupation: |  |
| Organisation: |  | Organisation: |  |
| Address: |  | Address: |  |
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| Email Address: |  | Email Address: |  |

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| **Right to Work in the UK** |
| Prior to appointment you will be required to show documentation confirming your **right to work in the UK**. This may be a passport, P45, P60 National Insurance card or other prescribed documents. |

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| **Health** |
| If an offer of employment is made, you may be required to complete a medical questionnaire. All employment is subject to the receipt of medical clearance satisfactory to Scottish Drugs Forum.  If you have a disability, please **tell us** below about any adjustments we may need to make to assist you at interview: |

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| **Rehabilitation of Offenders Act 1974** |
| The rehabilitation of offenders Act 1974 (Exceptions) Order 1975, as amended applies to many posts within Scottish Drugs Forum. In such instances offers of employment will be subject to a satisfactory disclosure/PVG Membership being received.  Please **confirm** that you agree to undergo the Disclosure Scotland checks appropriate to this position: Yes / No |

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| **Declaration** | |
| I certify that all the information contained in this form is true and correct to the best of my knowledge. I am aware that false information or omissions may lead to dismissal without notice.  In terms of the Data Protection Act 2018 I consent to the information which I have provided being used to evaluate my application for employment. I understand that the information I have provided will be entered onto Scottish Drugs Forum computerised Human Resources System and will be treated in strictest confidence. | |
| **Signature:** | **Date:** |
| **Please upload your completed application form using this link:**  <https://hr.breathehr.com/v/head-of-policy-and-communication-40979> | |

See Part B on next page.

**(Part B)**

Scottish Drugs Forum is committed to providing equal opportunities to all members of staff and job applicants and will not discriminate either directly or indirectly on grounds of gender, age, race, ethnic or national origin, disability, sexual orientation, religion or belief, substance use or convictions.

In order to assess the effectiveness of our Equal Opportunities Policy it is necessary to monitor all data in relation to these areas. Your co-operation in completing this questionnaire would be greatly appreciated; however, you are under no obligation to provide such data. All information is gathered in order to provide statistical information for monitoring purposes and will be treated in strictest confidence.

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| **GENDER:**  (Mark x in the relevant box) | Female: | | Male: | | | | Transgender: | | | |
| Non Binary: | | Other, please state: | | | | | | Prefer not to say: | |
| **AGE:** (Mark x in the relevant box) | 16-24 |  | | 35-44 | |  | | 55-64 | |  |
| 25-34 |  | | 45-54 | |  | | 65+ | |  |
| **DISABILITY:**  A person has a disability if s/he has a physical or mental impairment which has a substantial and \*long term adverse effect on his/her ability to carry out normal day to day activities (Equality Act 2010).  **\* Long term means more than 12 months** | | | | | | | | | | |
| **Do you consider yourself to have a disability or health condition?** | Yes | | | |  | | | | | |
| No | | | |  | | | | | |
| Prefer not to say | | | |  | | | | | |
| **If Yes, does your condition or illness affect your ability to carry out day-to-day activities?** | Yes, a lot | | | |  | | | | | |
| Yes, a little | | | |  | | | | | |
| Not at all | | | |  | | | | | |
| **SEXUAL ORIENTATION:** | Bisexual | | | |  | | | | | |
| Heterosexual | | | |  | | | | | |
| Gay/Lesbian | | | |  | | | | | |
| Other, please state | | | |  | | | | | |
| Prefer not to say | | | | | | | | | |
| **ETHNIC ORIGIN:**  **Relate to a sense of identity/belonging on the basis of a race and/or culture** | **WHITE** | | | | | | | | | |
| Scottish | | | |  | | | | | |
| English | | | |  | | | | | |
| Irish | | | |  | | | | | |
| Welsh | | | |  | | | | | |
| Other | | | |  | | | | | |

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|  | **BLACK, BLACK SCOTTISH, BLACK BRITISH, ASIAN, ASIAN SCOTTISH, ASIAN BRITISH** | |
| Bangladeshi Indian |  |
| Pakistan |  |
| African |  |
| Caribbean |  |
| Chinese |  |
| Other |  |
| **OTHER ETHNIC BACKGROUND (please state)** | |
| Prefer not to say |  |

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| **RELIGION or BELIEF:** | |  | | | |  |
| This question relates to religion, faith and belief systems. We collect this information to ensure our policies and practices do not disadvantage individuals from particular religious, faith or belief backgrounds or those with no religious beliefs. | | Buddhist | | |  |
| Christian | | |  |
| Hindu | | |  |
| Jewish | | |  |
| Muslim | | |  |
| Sikh | | |  |
| No Religions Belief | | |  |
| Other Religion or Belief – Please state | | |  |
| Prefer not to say | | |  |
| **CONSENT:** Under the terms of the Data Protection Act 2018, I consent to the information that I have provided being used to monitor the effectiveness of Scottish Drugs Forum’s (SDF) Equal Opportunities Policy and for statistical monitoring and reporting purposes. I understand that the information I have provided will be entered onto SDF’s computerised Human Resources database and that it will be treated in the strictest confidence in accordance with SDF’s Data Protection Policy. | | | | | | |
| **Signature:** |  | | **Date:** |  | | | |