Dalbeattie Community Initiative CIC.
APPLICATION FOR EMPLOYMENT

Please complete this form electronically (start typing into the shaded area) or in black ink

PART A: PERSONAL INFORMATION

Position applied for	

Surname (block capital)		Title	
Preferred name			
Name in full (block capitals)			
Address (including postcode)			
Phone (for us to contact you)			
Email			
Are you eligible to work in the UK?			

PART B: PERSONAL PROFILE

Please summarise in no more than 120 words, why you believe you are suited to this position. (You will be able to expand on your experience, competencies and qualifications in Parts C, D and E.)

PART C: EDUCATION & TRAINING

Based on the Person Specification, list education, training, any relevant professional qualifications and membership of professional organisations.

Date	Subject	Awarding Body	Qualification/Grade

PART D: EMPLOYMENT HISTORY

Starting with your current/most recent employment.

Dates Start & Finish	Employer Name & Address	Job Title, Main Responsibilities, Major Achievements	Final Salary, Reason for Leaving

PART E: INFORMATION TO SUPPORT YOUR APPLICATION

Looking at the post description, and in no more than 1,000 words, please demonstrate how you meet the criteria. Examples can be taken from work, volunteering, extra-curricular activities etc. Please also give any further information that is relevant to your application

PART F: GENERAL

REHABILITATION OF OFFENDERS ACT 1974 Owing to the nature of the work, the youthwork profession is exempt from the previous provisions of the above Act. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. Dalbeattie Community Initiative (Trading) CIC has the facility to check for convictions.	
Have you at any time been convicted of a criminal offence?	
If YES, please give details in strict confidence	
Are you disqualified from working with children or subject to sanctions?	

How did you did you find out about this position?	
Do you hold a current full driving licence?	
For how long have you held this license?	
Please give details of current endorsements or driving convictions:	
If appointed, how soon could you join us?	

PART G: DECLARATION

I confirm the information given on this form is correct and complete, and that misleading statements may be sufficient for cancelling any agreements made. I understand also that an Enhanced Disclosure will be sought in the event of a successful application.

Signed: Date:

If you are sending this form electronically, you will be asked to sign it if you are invited for an interview.

Please return this form to: rawdalbeattie@gmail.com

Please note – if you have not heard from us within 4 weeks, please presume your application has been unsuccessful on this occasion.

EQUAL OPPORTUNITIES MONITORING FORM

Rocks and Wheels, as an equal opportunities employer intends that no applicant or employee shall receive less favourable treatment on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, disability, age, religion or sexual orientation or be disadvantaged by condition or requirements which cannot be shown to be justifiable.

In order to ensure the effectiveness of the above, in relation to the recruitment and selection of staff, all applicants are requested to complete this form. Only by collecting this information can the Organisation progressively assess its performance against aims and identify areas where improvements should be made.

This information will not be circulated to the selection panel but will form part of the personal confidential record of the successful applicant. This form when completed should be returned with the Application Form.

GENERAL

Post Applied for	

Gender Male ☐ Female ☐	**Marital Status** Single ☐ Married ☐ Divorced☐ Widowed☐

Date of Birth	D	M	Y	Age 16-19	20-29	30-39	40-49	50-59	60-65	Over 65

ETHNIC ORIGINS

I would describe my ethnic origins as:

☐Asian or Asian British - Bangladeshi	☐Asian or Asian British - Indian	☐Asian or Asian British Pakistani
☐Black or Black British - African	☐Black or Black British - Caribbean	☐Black or Black British
☐Mixed – White and Black African	☐Mixed – White and Black African	☐Asian or Asian British
☐Mixed – White and Asian	☐Mixed – Any other Black Background	☐White British
☐White Irish	☐White – Any other background	☐Chinese
☐Other		

These descriptions reflect the ethnicity categories used in the National Census.

DISABILITY

Do you consider yourself to have a disability? ☐Yes ☐No

The Disability Discriminations Act 1995 defines a disabled person as 'a person with a physical or mental impairment which has a substantial long-term effect on day to day activities.'

Please identify any access needs below:

Please give details of any special facilities or practical arrangements we can make to help you throughout the recruitment process, eg; we would organise a sign language interpreter, or a large print computer software (please contact our personnel team to discuss your requirements):

Please also give details of any adjustments that may be required to the workplace or duties and equipment that will help you perform the role:
