

 Application for employment

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| Post title: |       |

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| Surname: |       |

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| Initials: |       |

 Please complete all sections of this application form. We do not accept CVs.

**1 Personal details**

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| Address: |       |

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| Postcode: |       |

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| --- | --- | --- | --- |
| Tel: (home) |       | (mobile) |       |

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|  |  | **Check box to indicate preferred contact** |
| Work email: |       | [ ]  |
| Personal email: |       | [ ]  |

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| National Insurance number: |       |

**2 Certificates gained at school**

 Please give details of any certificates obtained.

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| --- | --- | --- | --- | --- |
| **Awarding body**(for example SQA) | **Course/subject/module titles** | **Level grade of course**(for example 1,2,3/ A,B,C) | **Date certificate awarded** | **tick box if awaiting results** |
|       |       |       |       | [ ]  |

**3 Further or higher education**

Please provide details of any courses you completed and gained a certificate.

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| **University/ college** | **Course title**(for example HND Computing, BA (Hons) Social Work) | **Subjects studied** | **Date awarded** | **tick box if awaiting results** |
|       |       |       |       | [ ]  |

**4 Membership of professional and/or regulator bodies (current membership only)**

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| **Name of awarding body/institution** | **Class of membership** | **Date awarded** |
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**5 Professional and personal development**

Please outline the content of any personal development plan, together with evidence of continuing professional development, where appropriate.

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**6 Current employment (or most recent employment)**

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| **Job title and****name and address of employer** | **Dates** | **Basic salary** |
|  | **From** | **To** |  |  |  |
|           **Reason for leaving (if applicable):** |       |       |  | £      | per week / year |
|  |  |  | **Additional supplement/bonus**  |
|  |  |  |  |       |  |
|  |  |  | **Notice required:**  |

Please give details of your present duties/responsibilities.

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**7 Previous employment**

List in order with most recent employer first. Please explain any gaps in your employment history.

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| --- | --- | --- | --- | --- |
| **Name and address of employer** | **Job title and brief description of duties** | **Annual salary or hourly rate** | **Dates** | **Reason for leaving** |
|  |  |  | **From** | **To** |  |
|       |       |       |       |       |       |

**8 Information relevant to application**

Please tell us how your abilities, personal qualities and experience (both inside and outside work if appropriate) match the person specification for this role.

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**9 Scottish Social Services Council (SSSC) values
(please select at least two values)**

It is very important to us that all SSSC employees demonstrate our organisational values in how they behave at work and towards their colleagues. Our values are integrity, accountability, commitment, creativity and learning, listening and engaging and pride in what we do. Please respond to the specific values questions below in no more than 150 words.

**Integrity**

Describe a time when you had to work hard to respect another person’s views when it would have been easier to be dismissive of them. What was the situation, how did it challenge you, what did you do and what were the results?

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**Accountability**

Describe a situation where you made a significant mistake. What was the mistake, how did you go about owning up to it, what did you do to resolve it and what were the results?

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**Commitment**

Describe your best recent example from your own work experience that illustrates how you are prepared to ‘go the extra mile’.

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**Creativity and learning**

Describe from your work or personal experience how you have successfully brought to life your ideas and thoughts.

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**Listening and engaging**

‘Always have time for each other’ is part of listening and engaging. Describe an example that tells us how you live this value even when it is tough to do so.

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**Pride in what we do**

Describe your best recent example that shows you taking the initiative either in work or personally.

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**10 Referees**

Please provide details of two referees. If you have had more than one job in the last two years, please list a referee from each of your employers.

If you have had only one job in the last two years, at least one referee should be your most recent employer. All employment referees should be from an employment email address.

**Please tick the box if you do not want us to make contact with a referee before interview**. After interview, if we offer you an appointment we will contact referees.

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| --- | --- | --- | --- |
| **Contact name and organisation** | **Address - including work email address****Email is preferred method of contact** | **Job title** | **Check box if NO contact to be made before interview** |
|       |       |       | [ ]  |
|       |       |       | [ ]  |

**11 Variable working**

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| Please check this box if you wish to apply for this post on a different working pattern to normal office hours.  | [ ]  |

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| If so, please indicate your preferred work arrangement. |       |

**12 Disability**

The SSSC offers the first stage of the recruitment process (such as assessment or interview) to any applicant who considers him/herself to be disabled and who meets the minimum essential requirements for the post.

Do you consider yourself to have a disability? Yes [ ]  No [ ]

Please tell us if there are any ‘reasonable adjustments’ we can make to help you with your application or with our recruitment process.

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**13 Rehabilitation of Offenders Act 1974 [Exceptions] Order 1975**

Under this Act, applicants are entitled to withhold information on a criminal conviction on the grounds that it is ‘spent’ following a period of rehabilitation, unless the post has been advertised as ‘excepted’ from these provisions. All applicants selected for interview will be required to complete and bring with them a Criminal Conviction Declaration Form which will provide full details of the Act and give advice on how to complete the declaration.

**14 Regulatory Proceedings**

Please indicate if there is any other information which the SSSC might reasonably regard as relevant in order to assess your suitability for appointment to this role, for example have you been or are you currently subject to professional regulatory proceedings?

Yes [ ]  No [ ]

If you have ticked yes, please provide additional information below:

**15 Declaration**

 **Please read carefully before signing**

I certify that all statements given above by me on this form are true and correct to the best of my knowledge. I realise that if I am employed and it is found that such information and all other documents associated with the recruitment and selection process is false or that I have withheld information I am liable to dismissal without notice.

 🔒 **Data Protection**

You acknowledge that SSSC and its agents will process, by means of information and communication technology or otherwise; any information which you provide to them for purposes of recruitment to and employment with the SSSC; compliance with the SSSC’s legal obligations; monitoring the effectiveness of the SSSC’s Equal Opportunities Policy; and in the exercise of the SSSC’s legitimate interests.  For further information, please check the SSSC’s HR Policies, Information Governance Policies and/or Data Protection & Privacy Policies and any privacy or fair processing notices from time to time.

**Please sign using initials and surname only.**

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| Signed: |       | Date: |       |

**15 Returning your application**

**Completed application forms should be returned by email to** **recruitment@sssc.uk.com**

**or alternatively by post to:**

**Human Resources**

**Scottish Social Services Council**

**Compass House**

**11 Riverside Drive**

**Dundee**

**DD1 4NY**

**If you return your application electronically and are offered a role with the SSSC, you will be asked to sign a hard copy of this application form.**