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| **Application Form – Part 1 of 2** |
| **Date:**  **Position Applied for:**  **Please circle/underline the appropriate term:** Permanent, Fixed Term, Sessional  **Hours of Work:** (Please circle/underline the appropriate answer): Full Time, Part Time  **Where did you see our advert?** |
| **Personal Details** |
| **Forename and Surname:**  **Address, including post code:**  **Contact Number:**  **Email Address:**  **Current Notice Period:**  **Do you have a full driving licence?** Yes or No:  **Do you have access to a car?** Yes or No:  **Do you have the right to take up work/employment in the UK?** Yes or No?  *(you will be required to provide proof of entitlement if you are successful)* |
| **Application for Post**  Please answer the following questions to help us understand why you believe you are a suitable candidate for this post detailing your relevant experience, skills and knowledge |
| **Please give two reasons why you believe you would be good at this job and are a suitable candidate:**  **Please give an example of a situation where you have helped others:**  **Please provide additional information relating to your experience, skills and knowledge that you feel is relevant to this role and has not already been provided above:** |
| **Referral** |
| **Have you worked for Aspire before?** Yes or No:  **If yes please provide the location and date:**  **Have you been referred by an Aspire team member?** Yes or No:  **If yes, please provide the name of the team member:** |

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| **Educational and Professional Qualifications**  If the job advertised requires a specific qualification you should note here how you meet that requirement. You will be asked to provide evidence of your qualification if invited for interview | | |
| **Qualification** | **Subject** | **Awarding Authority** |
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| **Are you an existing member of the Protection of Vulnerable Groups (PVG) Scheme?** *(Please circle/underline appropriate answer)*  **Yes/No**  **Children’s list only**  **Adult’s list only**  **Both** | | |
| **Professional Registrations:**  If you have been, or currently, registered with the Scottish Council Service Council (SSSC) or any other regulatory body, please provide the name of the organisation and your registration number: | | |
| **Learning and Development** | | |
| Please detail any developmental activities; learning or training that you have that is relevant to this application: | | |
| **Flexible Working** | | |
| This is required to meet the needs of the individual – this might involve working days, evenings, weekends, public holidays, sleepovers and waking night shifts.  **Are you able to do this?** *(please answer Yes or No)* | | |

**Signature: Date:**

Thank you for completing part 1 of our application form. Applicants selected for interview will be asked to complete part 2 of our application.

Please refer to the **Aspire** **Policy on Recruitment of Ex-Offenders**. This is available upon request from Aspire HR Department.

*Note: Having a criminal record will not necessarily debar you from working with Aspire. This will depend on the nature of the position, together with the circumstances and background of your offences or other information contained on a PVG certificate or provided directly to us by a police authority.*

Please refer to the **Aspire Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information**. This is available on upon request from Aspire HR Department.