|  |
| --- |
| **Application Form – Part 2 of 2** |
| **Date:****Position Applied for:** |
| **Personal Details** |
| **Forename and Surname:****Contact Number:****Email address:** |
| **Employment History** |
| **Current / Most Recent Employer** **Employed From: Employed To:****Company Name:****Address, including post code:****Position Held: Notice Required:****Reason for Leaving:****Final Salary:****Brief Description of Responsibilities:**As one reference **must** be your current/most recent employer, if you have been in employment, please provide us with the reference details:**Name:****Address:****Contact Number:****Position Held:****Relationship to applicant:****Email Address:**May we contact this referee prior to interview? Answer Yes or No:**Previous Employer(s) Please continue on a separate sheet if necessary**1. **Previous Employer**

**Employed From: Employed To:****Company Name:****Address, including post code:****Position Held: Notice Required:****Reason for Leaving:****Final Salary:****Brief Description of Responsibilities:**1. **Previous Employer**

**Employed From: Employed To:****Company Name:****Address, including post code:****Position Held: Notice Required:****Reason for Leaving:****Final Salary:****Brief Description of Responsibilities:**1. **Previous Employer**

**Employed From: Employed To:****Name:****Address, including post code:****Position Held: Notice Required:****Reason for Leaving:****Final Salary:****Brief Description of Responsibilities:**Other relevant information: Have you been subject to any formal investigations or disciplinary proceedings in the last 12 months of your current or most recent employer? Yes / No:If yes, please provide details: |

|  |
| --- |
| **References** |
| Please provide us with a further 2 referencesIf you have never been employed, but have been in full time education we will accept two academic referees and one character reference in place of employer. Where you have worked in a position similar to the one you are applying for, you should provide details of your line manager from this employment.If you have never been employed, or never been in full-time education, we will seek three character references.Character references should be from individuals who have known you in a professional capacity, (for example, employer, doctor, lecturer/teacher, minister/priest etc.). Character references from relatives or friends are not acceptable.Please indicate if we may contact your referees prior to interview/ Please note that before an offer of work/employment can be made, we must be in receipt of 3 satisfactory references.**Name:****Address:****Contact Number:****Position Held:****Relationship to applicant:****Company Name:****Email Address:**May we contact this referee prior to interview? Answer Yes or No:**Name:****Address:****Contact Number:****Position Held:****Relationship to applicant:****Company Name:****Email Address:**May we contact this referee prior to interview? Answer Yes or No: |
| **Declaration:** I declare that the information I have provided to the best of my knowledge is true and complete and that I am not, nor have I been, the subject of an investigation or enquiry into abuse or other inappropriate behaviour.I further declare that I am not on the list of those disqualified from working with children established under Protection of Children (Scotland) Act 2003, nor am I on the list of those disqualified from working with adults under the Protection of Vulnerable Groups (Scotland) Act 2007. I also declare that I am not subject to sanctions imposed by a regulatory body such as the SSSC. I understand that if I am selected to work with Aspire, and it becomes apparent that information provided in this form is false, disciplinary action may be taken against me which could result in my dismissal.**Name (please print):** **Signature:** **Date:** |

|  |
| --- |
| **Rehabilitation of Offenders – Declaration Form** |
| **Post Applying For:****Initials:****Surname:****Address:****Postcode:****Declaration**: (please circle the appropriate answer)1. Do you have any criminal convictions or offences? Please answer Yes or No:

 NB: You must disclose minor road traffic offences1. Do you have a court appearance pending, or have you been charged by the Policy for a criminal offence, or do you have a minor road traffic offence pending? Please answer Yes or No:

**If you have answered YES to (a) or (b) above, please supply the following details** |
| Date | Court | Details of Offence | Sentence/Fine/Outcome | Explanation |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ***Please continue on a separate sheet if necessary, e.g. if you have more than 4 offences to list*** |

I certify that:

* I have not withheld any information that may affect my application to work with Aspire.
* I understand that by withholding information or false information may lead to disciplinary action taken against me up to and including dismissal
* I consent to the information which I have provided being used by Aspire in the processing of my application to work with Aspire.
* I will inform Aspire of any actual or pending convictions which take place during the application process after PVG Forms have been completed and I understand that it may affect the outcome of my application to work with Aspire.

**Signature**:

**Date**:

**Printed Name**:

Thank you for completing part 2 of our application form.

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