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| --- |
| Application Form |
| The Action Group puts the people we support at the centre of everything we do. Before you complete the application, please read the Job Description and Person Specification  This form can be submitted by e-mail to [recruitment@actiongroup.org.uk](mailto:recruitment@actiongroup.org.uk) or by post to: **Recruitment, The Action Group - 1 Granton Mains Ave, Edinburgh EH4 4GA** |

**Your Details**

|  |  |  |
| --- | --- | --- |
| **First name** |  | |
| **Surname** |  | |
| **Address** |  | |
| **Phone number** |  | |
| **Email address** |  | |
| **How do you prefer to be contacted?** | |  |
| **Do you have a driving licence?** | | Yes  No |
| **Have you worked for a recruitment agency in the past 12 months?** | | Yes  No |
| **If yes, what’s the name of the agency?** | |  |

**Preferred Hours**

|  |
| --- |
| Support workers can work full-time or part-time. Being a casual worker means you are not contracted to a specific number of hours, working when you are available and shifts are offered. |
| Full time – 39 hours per week  Part time - Ideal number of hours:  Casual |

**Availability**

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| --- |
| Which days of the week and times of day are you usually available to work? |
|  |

**Preferred location and service**

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| --- |
| We will try to meet your preference. Please indicate the role you are applying to below. |
| **East Lothian: Musselburgh & Tranent** |

**Person specification**

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| --- |
| Looking at the person specification for the role, please give examples of how you fulfil this. Your answer should cover all the criteria. |
|  |

**About you**

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| --- |
| We also want to get to know a bit about you. Tell us about your hobbies, skills, passions, and ideas. |
|  |

**Empowering People**

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| Tell us about a time when you supported a client/customer/friend/family member in an empowering manner (ie. In a way that gave them choice, respect and/or increased knowledge or ability). |
|  |

**Building and Maintaining Relationships**

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| --- |
| Tell us about a time when you built a relationship with someone who you perceived might be ‘challenging’, ‘different’ or ‘difficult’. |
|  |

**Recruitment Source**

|  |
| --- |
| Are you related to or do you know any current employees of The Action Group?  *If you do, please name them* |
|  |
| Are you related to or do you know anyone who currently uses the The Action Group's services?  *If you do, please name them.* |
|  |
| Where did you find out about this vacancy? |
|  |

**PVG Membership**

|  |
| --- |
| Are you a member of the PVG Scheme? |
| Yes  No |
| PVG Scheme ID Number |
|  |
| To what type of work does your membership relate? |
| Children  Protected Adults  Both Groups |

**Your current/most recent employer**

|  |  |
| --- | --- |
| **Name of employer** |  |
| **Address** |  |
| **Position held** |  |
| **Employment date/s** |  |
| **Notice period required** |  |
| **Reason for leaving** |  |
| **Brief description of duties** | |
|  | |

**Employment history**

Please provide details of all the jobs you have had for the last five years. Also include voluntary work and any other relevant experience, starting with the most recent. Finally, ensure that you clarify any gaps in employment.

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| --- | --- | --- | --- | --- |
| Start date | End date | Employer | Position | Reason for leaving |
|  |  |  |  |  |
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*Please add more fields if required or continue on a separate sheet.*

**References**

Please note we occasionally need to contact additional referees, including previous employers. This is managed on a case-by-case basis and with your prior agreement. Friends and colleagues are not usually suitable referees. If you do not have referees then we are happy to discuss this with you.

**Current/most recent employer reference**

|  |  |
| --- | --- |
| Name of referee |  |
| Organisation |  |
| Job title of referee |  |
| Email address | |
|  | |
| Phone Number |  |
| Address and postcode | |
|  | |
| Relationship  (eg. Line manager, Volunteer Coordinator, HR) | |
|  | |

**Other previous employment, voluntary or academic reference**

|  |  |
| --- | --- |
| Name of referee |  |
| Organisation |  |
| Job title of referee |  |
| Email address | |
|  | |
| Phone Number |  |
| Address and postcode | |
|  | |
| Relationship  (eg. Line manager, Volunteer Coordinator, HR) | |
|  | |

**Qualifications**

|  |  |  |
| --- | --- | --- |
| Title | Subject | Awarding body |
|  |  |  |
|  |  |  |

**Professional Memberships**

Please provide details if you are registered with any regulatory or professional bodies. This includes SSSC, General Teaching Council, etc.

|  |  |  |
| --- | --- | --- |
| Body | Type of membership | Registration Number |
|  |  |  |

**Learning, Development and Training Activities**

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| --- |
| Please detail any other training, learning or development activities undertaken which you think are relevant to this application (eg. First aid training). |
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**Previous Convictions**

Legislative provisions relating to the non-disclosure of ‘spent’ criminal convictions do not apply to certain occupations. Due to the nature of The Action Group’s work, the majority of its positions are included in this excepted type of employment under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 and The Police Act 1997. If invited for interview, we will provide a self-declaration form which we will support you to complete. Any information you provide will be confidential and will only be seen by staff involved in the recruitment process for positions which involve contact with vulnerable people and/or sensitive information.

All employment or offers of work will be subject to satisfactory completion of membership of the Protection of Vulnerable Groups (PVG) Scheme which is administered by Disclosure Scotland. If invited to interview we will support you with your application for Scheme Membership.

**I confirm that the information given in this form is to the best of my knowledge correct and accurate, and that misleading statements may be sufficient grounds for cancelling any agreements made.** (Submission of this form via email implies agreement of this declaration unless an explicit statement is made to the contrary.)

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |

**Declaration**

**I confirm that the information I have given on this form is to the best of my knowledge correct and accurate, and that misleading statements may be sufficient grounds for cancelling any agreements made. (Submission of this form via email implies agreement of this declaration unless an explicit statement is made to the contrary.)**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | Date: |  |