

# THE ABBEYFIELD PERTH SOCIETY LIMITED

## APPLICATION FORM – IN CONFIDENCE

Please complete this form in typescript or block capitals in black ink.

APPLICATION FOR THE POST OF .....

To be returned no later than .....

### PERSONAL PARTICULARS

SURNAME..... INITIALS.....

ADDRESS.....  
.....

POSTCODE..... TEL NO.....

EMAIL .....

PRESENT SALARY / WAGE .....

### SOURCES OF REFERENCE

Please give details of persons who are prepared to act as referees. The most appropriate referees are usually persons by whom the applicant has recently been employed and in particular your present employer.

NAME..... NAME.....

JOB TITLE ..... JOB TITLE .....

ADDRESS ..... ADDRESS.....  
.....

POSTCODE..... POSTCODE.....

TEL No ..... TEL No .....

May we contact prior to interview YES / NO      May we contact prior to interview YES / NO

Period of notice required .....

Please state from which source you first became aware of this vacancy .....

Are you in possession of a current driving licence YES / NO

EDUCATION AND TRAINING. Please give details as to the duration of the courses and when achieved

GENERAL EDUCATION

Ordinary Level		Higher / Advanced Level
College / University		Qualification and Date Achieved

PROFESSIONAL QUALIFICATIONS

P.I.N. No. ....

Training Establishment	Qualification and Date Achieved

POST-CERTIFICATE – CLINICAL COURSES

Training Establishment	Qualification and Date Achieved

POST-CERTIFICATE – MANAGEMENT TRAINING

Training Establishment	Qualification and Date Achieved

PREVIOUS EXPERIENCE

Describe outline of your career to date starting with your present employer.

DATES		TITLE & DESCRIPTION OF POST HELD	EMPLOYER
From	To		

SHORT COURSES / STUDY DAYS / SEMINARS:

LEISURE PUSUITS:

SUPPORTING STATEMENT - Please give your reasons for applying, stating why you feel you are suited and what skills, knowledge and experience you would bring to the post. Please refer closely to the Job Description, and ensure that you could provide evidence that you meet the criteria.  
(Continue on a separate sheet if required)

I hereby apply for the position as .....

I understand that any appointment will be made after assessment of referees and interview, and that no reason need be given for non-appointment, and that there will be a six-month probationary period.

SIGNED..... Date.....

Please return your completed application form and any enclosures to :-

**Ms C Cameron, Manager**

**The Abbeyfield Perth Society, Viewlands House, 25 Viewlands Road, Perth, PH1 1BL.**

# Equal Opportunities Policy and Monitoring.

## 1. A Statement of Policy

Abbeyfield is striving to be an equal opportunities employer. It aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origins, sex, marital status, sexual orientation or disability. Selection criteria and procedures will be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

## 2. Recruitment Procedures

Prior to advertising posts a job description and person specification are prepared. These provide the basis for selection of candidates for interview. Shortlisting for interview is on the basis of completed application forms and their relation to the job description and person specification. It is undertaken independently by at least two people. Interviews aim to allow candidates and the panel to find out about each other through structured and common questions to all candidates and specific questions to individuals.

## 3. Monitoring

In order to ensure the continued development of our Equal Opportunities Policy, all applicants are asked to complete this form. The information will be used solely for monitoring purposes, treated as confidential and separated on receipt and before consideration of candidates takes place. All forms received are monitored against successful applicants and policy and practice reviewed.

a) I would describe my cultural and ethnic origin as:

- |                   |                          |                              |                                |
|-------------------|--------------------------|------------------------------|--------------------------------|
| White British     | <input type="checkbox"/> | Irish                        | <input type="checkbox"/>       |
| White European    | <input type="checkbox"/> | White other (please specify) | <input type="checkbox"/> ..... |
| Black Caribbean   | <input type="checkbox"/> | Black other (please specify) | <input type="checkbox"/> ..... |
| Indian            | <input type="checkbox"/> | Pakistani                    | <input type="checkbox"/>       |
| Bangladeshi       | <input type="checkbox"/> | Chinese                      | <input type="checkbox"/>       |
| Other Asian group | <input type="checkbox"/> | Other (please specify)       | <input type="checkbox"/> ..... |

b) I am male / female

c) I am / am not disabled

My disability relates to : .....

.....

Signed .....

Date .....

(May 2002)  
Reviewed July 2012

## Criminal Conviction Declaration

As part of our recruitment policy we send all prospective employees this form to complete if necessary. All our employees are required under the Police Act 1997 to be checked for suitability to work within the Abbeyfield Perth Society.

The form should then be put into an envelope and sealed. If you are not selected for our shortlist, the letter will be returned to you **unopened**. If you are selected for the shortlist then the letter will be opened and the nature of the offences will be examined. A risk assessment and decision will then be made as to the relevance of the offence. If an interview is granted please expect questions relating to relevance or concerns that we might have.

A decision regarding selection of employee will be based on all factors, including experience, qualifications and in the case of disclosed convictions relevance to the post, length of time since conviction and age at which convictions were committed.

All employees must be members of the PVG (Protection of Vulnerable Group) Scheme. Failure to disclose a relevant offence could result in instant dismissal.

For attendance at interview we require 2 pieces of identification including your birth certificate. Evidence that displays a photograph e.g. passport, new style driving license are also excellent means of identification. Problems with evidence can be discussed either beforehand or at interview.

No candidates will be employed without thorough vetting including the above and 2 up-to-date references.

Name \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Conviction  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please continue on a separate piece of paper if necessary.

July 12