

Staff Application Form

Post applied for:

How did you become aware of this vacancy?

Personal Details

Full Name:

Date of Birth:

National Insurance No:

Phone No:

Email:

Address
& Postcode:

Current or Last Employment

Position held:

Employer's Name & Address:

Date started:

Date finished:

Reason for leaving:

Brief description of duties, responsibilities etc.:

Trustee & Manager
Annmarie Robertson

Deputy Manager
Alex Patterson

Trustee
Claire Barr

Trustee
Lucy MacKay

Employment History				
From	To	Name and address of Employer	Position	Reason left

Education			
From	To	Establishment	Examinations, qualifications, grades and achievements

Trustee & Manager
Annmarie Robertson

Deputy Manager
Alex Patterson

Trustee
Claire Barr

Trustee
Lucy MacKay



Supporting statement / Any further information you wish to share

Empty box for supporting statement.

Other relevant information (e.g. hobbies, interests etc.)

Empty box for other relevant information.

Trustee & Manager
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Deputy Manager
Alex Patterson

Trustee
Claire Barr

Trustee
Lucy MacKay

References

Please give two referees

One must be your current employer or, if you are currently not in work, your last employer where possible. The second may be a work or character reference

Reference number 1			Reference number 2		
Name:			Name:		
Position:			Position:		
Relationship:			Relationship:		
Address:			Address:		
Phone No:			Phone No:		
Email:			Email:		
Permission to contact prior to interview?	Yes	No	Permission to contact prior to interview?	Yes	No

Criminal Record and PVG checks

Please Note:

Having an unspent conviction will not necessarily bar you from employment. This will depend upon the circumstances and background to your offence(s). Criminal records will only be taken into account when the conviction is relevant.

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. For this post any offer of appointment is conditional upon membership of the Protecting Vulnerable Groups Scheme (PVG)

Declaration

Please read the following carefully before signing:

- I declare that the information given above is correct to the best of my knowledge
- I understand that deliberately giving false or incomplete answers may disqualify me from consideration, or, in the event of my appointment, make me liable to dismissal.
- I give my consent under the Data Protection Act 2018 for Tweedbank Early Learners (SCIO) to retain and to make reasonable use of the personal information I have provided in connection with its employment policies, procedures and practices and in line with Tweedbank Early Learners (SCIO)'s Privacy Policy (extract of relevant section below)

'If you are a job applicant/staff member we will collect:

Information that you provide voluntarily when applying for a job via telephone, online or in person.

Information may include your name, address, email addresses, telephone number, employment history, education, references, and other curriculum vitae information

If you are subsequently employed by Tweedbank Early Learners (SCIO) we will collect further information such as emergency contact numbers, banking details (for our payroll) pension information, details of your continuing CPD, and any other relevant information needed in the course of your employment with Tweedbank Early Learners (SCIO).

We will process your data on the basis that it is necessary for us to provide employment services for you'

Print full name:

Signed:

Date:

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Equality and Diversity Monitoring Form

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Tweedbank Early Learners (SCIO) want to meet the aims and commitments set out in its Equality Policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of our workforce, whilst encouraging equality and diversity. The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. Assessment of your suitability for the post is made purely on the information you give on the application form and your performance at the interview, should you be invited. Appointments are made strictly on merit. We hope that this encourages you to complete the form
Thank you

Gender: Man Woman Prefer not to say

If you prefer to use your own term, please specify here

Are you married or in a civil partnership? Yes No Prefer not to say

If you prefer to use your own term, please specify here

What is your ethnicity? Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

Prefer not to say

White

English Welsh Scottish Northern Irish Irish British Gypsy or Irish Traveller

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian

Asian/Asian British

Indian Pakistani Bangladeshi Chinese

Black/ African/ Caribbean/ Black British

African Caribbean

Other **Please state:**

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Deputy Manager
Alex Patterson

Trustee
Claire Barr

Trustee
Lucy MacKay



Disability Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

If you have ticked yes, what is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

Please note: The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or during the recruitment process if you are a job applicant

What is your religion or belief?

No religion or belief

Christian Buddhist Hindu Jewish Muslim Sikh Prefer not to say

If other religion or belief, please write in:

Do you have caring responsibilities? Please tick all that apply

None

Primary carer of a child/children (under 18) Primary carer of disabled child/children

Primary carer of disabled adult (18 and over) Primary carer of older person

Secondary carer (another person carries out the main caring role) Prefer not to say

Any other caring responsibilities, please specify here

End of Form

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