

Job Application Form – Please do not attach a CV

Office Use: Applicant Number: .....

<b>Post applied for:</b>	<b>Location:</b>
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**Part 1 – Not shared with the Recruiting Department**

**1. Personal Details**

Surname(s):	Forename(s):
Home Address:	
Post Code:	
Telephone No:	Mobile No:
E-mail Address:	

**2. Entitlement to Work in the United Kingdom**

*If you are offered work with CHSS you will be required to provide documentary evidence (e.g. birth certificate, passport, residence document issued by the Home Office or Border and Immigration Agency) of your entitlement to work in the United Kingdom before employment can commence. We may contact the Border and Immigration Agency to verify entitlement to work should an offer of employment be made.*

Are you entitled to work in the UK? Yes  No

Are there any restrictions regarding your employment? Yes  No  If yes, please detail below

**3. Police Check / PVG Scheme**

*If the appointment is subject to a Disclosure Scotland / PVG Scheme check (see the advert) and, depending on the type of Disclosure, some spent convictions may be reported to us. (This will not necessarily discount you from being considered for the post.)*

Do you have any criminal convictions or pending charges? Yes  No

Are you registered with the PVG Scheme to work with Protected Adults? Yes  No

If yes, please provide your PVG Member Number

**4. Equality and Diversity Monitoring**

*CHSS wants to meet the aims and commitments set out in its Equality & Diversity Policy. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. We need your help and co-operation to do this. The information you provide will stay confidential, be stored securely and limited to only our Human Resources staff.*

**Gender** Male  Female  Transgender  Gender Neutral  Prefer not to say

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

**Age** 16-24  25-29  30-34  35-39  40-44  45-49   
 50-54  55-59  60-64  65+  Prefer not to say

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**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*

**White:**

Scottish	<input type="checkbox"/>
English	<input type="checkbox"/>
Welsh	<input type="checkbox"/>
Northern Irish	<input type="checkbox"/>
Irish	<input type="checkbox"/>
British	<input type="checkbox"/>
Gypsy or Irish Traveller	<input type="checkbox"/>
Any other white background	<input type="checkbox"/>

**Mixed/Multiple Ethnic Groups:**

White and Black Caribbean	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>
White and Asian	<input type="checkbox"/>
Any other mixed/multiple ethnic background	<input type="checkbox"/>

**Black/African/Caribbean/Black British:**

African	<input type="checkbox"/>
Caribbean	<input type="checkbox"/>
Any other Black/African/Caribbean background	<input type="checkbox"/>

**Asian/Asian British:**

Indian	<input type="checkbox"/>
Pakistani	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Any other Asian background	<input type="checkbox"/>

**Other Ethnic Group:**

Arab	<input type="checkbox"/>
Any other ethnic group	<input type="checkbox"/>
Prefer not to say	<input type="checkbox"/>

**Do you consider yourself to have a disability/health condition?** Yes  No  Prefer not to say

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: \_\_\_\_\_

**What is your sexual orientation?**

Heterosexual	<input type="checkbox"/>	Gay woman/lesbian	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Bisexual	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

**What is your religion or belief?**

No religion or belief	<input type="checkbox"/>	Buddhist	<input type="checkbox"/>	Christian	<input type="checkbox"/>
Jewish	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Sikh	<input type="checkbox"/>
Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>		

**5. Advertising Source**

Where you saw this vacancy advertised (please tick one box only).

CHSS Website	<input type="checkbox"/>	Facebook	<input type="checkbox"/>	LinkedIn	<input type="checkbox"/>
S1 Jobs	<input type="checkbox"/>	Poster	<input type="checkbox"/>	Other	<input type="checkbox"/>
If other, please state:		<input type="text"/>			

**6. Declaration**

I declare that the information given in Parts 1 and 2 of this application for employment is true and complete to the best of my knowledge. If any of this information given by me in this form or in support of my application is untrue, I recognise that any offer of employment or my employment with Chest Heart & Stroke Scotland may be ended.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Job Application Form – Part 2 for Recruiting Department**



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**1. Education**

*Please give full details of qualifications achieved which you feel are relevant to this application. You need only provide the date awarded for College or University qualifications or time served apprenticeships.*

Subject / Detail	Qualification and Status of Membership (if applicable)	Grade

**2. Training**

*Please list any training you have received or courses which did not lead to a qualification but which you feel are relevant to the advertised post.*

**3. Driving Licence (If Applicable)**

If the post applied for involves driving, do you have a full and current driving licence?    Yes  No

Do you have access to a car?    Yes  No

**4. Current or Most Recent Employment (Paid)**

*Please state your current or most recent employer.*

Name and address of employer	From (mth/yr) To (mth/yr)	Job title and brief description of duties	
Present salary:		Notice Period:	
Reason for leaving:			

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### 5. Previous Employment

*Please list in order, starting with the most recent previous employment and work backwards.*

Name and address of employer	From (mth/yr) To (mth/yr)	Job title and brief description of duties (for each post please give reason for leaving)

### 6. Voluntary Work

Name and address of organisation	From (mth/yr) To (mth/yr)	Brief description of role and responsibilities

### 7. Periods Not Accounted For:

*Please give details of what you were doing during gaps in employment of more than two weeks (but not holidays) e.g. registered unemployed etc.*

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**8. Suitability for the Post**

*Please refer to the person specification and give examples from your experience of how you can demonstrate these skills or abilities. You may give additional information which you feel will support your application.*

**Please provide examples on how your skills, qualities and experience meet each of the person specification criteria**

**9. Town/City of Residence**

*Please complete if the post is home based or if the base is negotiable.*

Please state the town or city where you stay \_\_\_\_\_

**10. Professional Registration/Certification**

*Please complete only if it is a requirement of the post.*

Are you registered with the Nursery and Midwifery Council? Yes  No

If Yes, please provide your pin number \_\_\_\_\_

Are you registered with another professional body? Yes  No

If Yes, please specify professional body \_\_\_\_\_

*Evidence of qualification and/or membership of professional bodies will be required.*

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### 11. Referees

*These referees must know you in a working capacity (paid/unpaid). One must be a present or most recent employer. References from peers, friends or relatives are **not** accepted. Failure to supply satisfactory references or an unsatisfactory reference is received after your start date, this will lead to an offer of employment being withdrawn or employment terminated.*

<b>Referee 1. Name:</b>	
Address:	
E-Mail:	Postcode :
Tel No:	Designation:
What is the referee's relationship to you? (i.e. supervisor, manager etc.)	
<b>Referee 2. Name:</b>	
Address:	
E-Mail:	Postcode :
Tel No:	Designation:
What is the referee's relationship to you? (i.e. supervisor, manager etc.)	

Do you give us permission to contact your referees prior to job offer? Yes  No

Are you available for Interview at any time? Yes  No

If "No", please provide details of non-availability: \_\_\_\_\_

#### DATA PROTECTION STATEMENT

We will use the information you give in Parts 1 and 2 of this form, and in any supporting evidence you send us, to process your application for employment. We may pass the information to other agencies or organisations as allowed by the law and in accordance with our Registration with the Information Commissioner. Chest Heart & Stroke Scotland is registered as the Data Controller under the Data Protection Act with the office of the Information Commissioner. As the Data Subject you have the right to access the information we hold on you. If you wish to access this right please contact our office and ask for a Data Subject Access Request Form.

**Please return the completed application form to: [recruitment@chss.org.uk](mailto:recruitment@chss.org.uk) or to HR Department, Chest Heart & Stroke Scotland, 3rd Floor, Rosebery House, 9 Haymarket Terrace, Edinburgh, EH12 5EZ**

#### ACKNOWLEDGMENT OF RECEIPT

Applications sent by e-mail will be acknowledged automatically. For postal application, to confirm receipt of your application please phone the HR Department (telephone 0131 225 6963) or enclose a stamped, addressed envelope for us to send a receipt by post.

If you require this publication in larger print, audio format, Braille or another language, please contact us.

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM**