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**DECLARATION**

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| --- |
| **I declare that the information I have given is, to the best of my knowledge and belief, true, accurate and complete. I further declare that I am not on the list of those disqualified from working with protected adults, or with children established under the Protection of Children (Scotland) Act 2003; or any equivalent list in another UK jurisdiction; nor am I subject to sanctions imposed by a regulatory body such as the SSSC. Please tick to confirm.** |

|  |
| --- |
| **I understand that any false or misleading statements or any significant omissions may be sufficient grounds for withdrawing any offer of employment, disqualify me from employment and render me liable to dismissal.**  **Please tick to confirm.** |

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**APPLICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Applied for:** |  | **Date of Application:** |  |

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | |
| **Address:** |  | | | | |
| **Telephone:** |  | **Email:** |  | | |
| **Please state where you saw the post advertised:** | |  | | | |
| **Do you need a work permit to work in the UK?** | | **Yes** |  | **No** |  |
| **Do you have any criminal convictions not spent under the Management of Offenders Act (Scotland) 2019 (Exclusions & Exceptions)?** | | **Yes** |  | **No** |  |
| **Do you have a current PVG?** | | **Yes** |  | **No** |  |
| **Are you currently registered with SSSC or any other regulatory body?** | | **Yes** |  | **No** |  |
| **Do you have a current full drivers licence?** | | **Yes** |  | **No** |  |
| **If yes, would you be willing & able to drive company vehicles for supporting residents and students with daily life?** | | **Yes** |  | **No** |  |
| **If no please state why?** | |  | | | |
| **Do you have a relative working at CBD?** | | **Yes** |  | **No** |  |
| **If yes, please state who:** | |  | | | |

**Education & Qualifications**

|  |  |
| --- | --- |
| **What is your highest level of education? Help outline1** |  |
| **What is your highest level of qualification? Help outline2** |  |
| **What Qualifications do you have that are relevant to the post applied for?** |  |

**Employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Current/Most Recent Employment** | | | | |
| **Name & Address of Employer** | | **Position Held** | | **Dates** |
|  | |  | |  |
| **Salary** |  | | **Notice Period (if applicable)** |  |
| **Description of Responsibilities** | |  | | |
| **Reason for leaving/wishing to leave** | |  | | |

**Previous Employment – list by most recent first and include any non paid/voluntary work (please continue on separate sheet if necessary)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current/Most Recent Employment** | | | |
| **Name & Address of Employer** | **Position Held** | **Dates (From/To)** | **Reason for Leaving** |
|  |  |  |  |
| **Brief Description of Responsibilities** |  | | |
| **Name & Address of Employer** | **Position Held** | **Dates (From/To)** | **Reason for Leaving** |
|  |  |  |  |
| **Brief Description of Responsibilities** |  | | |
| **Name & Address of Employer** | **Position Held** | **Dates (From/To)** | **Reason for Leaving** |
|  |  |  |  |
| **Brief Description of Responsibilities** |  | | |
| **Name & Address of Employer** | **Position Held** | **Dates (From/To)** | **Reason for Leaving** |
|  |  |  |  |
| **Brief Description of Responsibilities** |  | | |
| **Please provide information to explain any career gaps:** | | | |
|  | | | |

**(Before completing the rest of this form, you should carefully consider the job description for this post. Your application will be assessed against the criteria listed within the job description).**

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| --- |
| **What experience, if any, do you have of working in the Care Sector?** |
|  |

|  |
| --- |
| **What is it about Camphill Blair Drummond that made you want to apply for the role?** |
|  |

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| --- |
| **What skills and attributes do you think you have that makes you suitable for work in the care sector?** |
|  |

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| --- |
| **Could you tell us of any pastimes or interests that you have that could be shared with the community?** |
|  |

|  |
| --- |
| **What have you done in the past to develop your skills? What would you see as future development for yourself?** |
|  |

|  |
| --- |
| **We have a variety of shift patterns across the community. Are there any restrictions to the days or hours that you can work?** |
|  |

**References**

Please give details of two referees who we may contact if you are shortlisted for interview.

One referee should be your current or most recent employer who we will be asking for salary details.

If you have worked in a care environment, but are not currently doing so, please provide us with the most recent company’s contact details in order that we may approach them for a reference.

If you have been in full time education we will accept two academic referees in place of an employer.

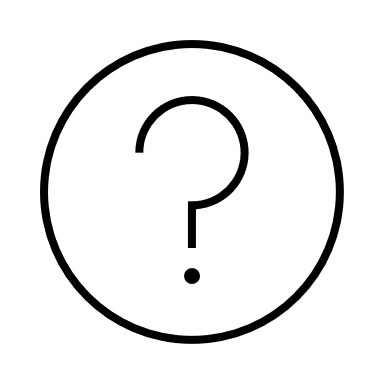
If you have never been employed, we will seek two character references from individuals who are unrelated to you.

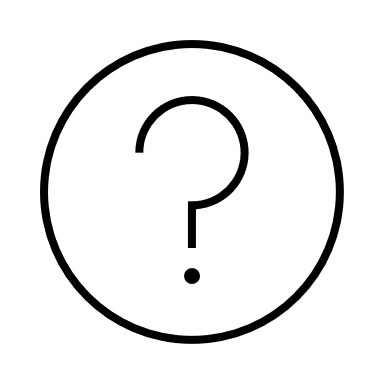
**Please note, Camphill Blair Drummond Trust reserves the right to approach any Former Employer for a reference.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Occupation Title:** | |  | | |
| **Organisation** |  | **Address:** | |  | | |
| **Telephone No:** |  | **Email:** | |  | | |
| **Relationship to applicant** |  | | | | | |
| **Can this referee be contacted prior to interview?** | | **Yes** |  | | **No** |  |
| **Please indicate if this referee is:** | | **Professional** |  | | **Personal** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Occupation Title:** | |  | | |
| **Organisation** |  | **Address:** | |  | | |
| **Telephone No:** |  | **Email:** | |  | | |
| **Relationship to applicant** |  | | | | | |
| **Can this referee be contacted prior to interview?** | | **Yes** |  | | **No** |  |
| **Please indicate if this referee is:** | | **Professional** |  | | **Personal** |  |

**Appendix A**

****1 Eg: Secondary, Further, Graduate, Post Graduate

****2 Eg: none,

high school (standards, highers or nationals)

SVQ 2, intermediate, GSVQ, City & Guilds, Craft, BTEC First/General Diploma, RSA Diploma;

SVQ3, Advanced GSVQ, City & Guilds advanced craft, ONC, OND, BTEC National, RSA Advanced Diploma;

HNC, HND, RSA, Higher Diploma, BTEC Higher Level;

SVQ Levels 4-5;

Undergraduate degree (eg BA, BScc, BMus or Performance Degree)

Masters Degree (eg MA, MSc MMus)

Doctorate degree (PhD)