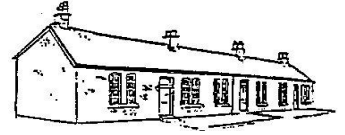


St. David's Bradbury Day Centre Application Form



Please ensure that you complete the application form in full as we cannot accept CVs. Please complete with black ink and block capitals. This form will be kept in confidence when completed and returned to us.

Part A

Application for (job title): _____

Fair Treatment Statement

No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on account of age, cultural/religious/political belief, disability, ethnicity, gender race, relationship status, sexual orientation, and or Trade Union membership or stewardship

Only "part C" of this form will be made available to short-listing panels. Parts A, B and C would then be used by the interviewing panel if you are selected for interview

Personal Details:

Surname: _____ Forename: _____

Name known by (if different) _____ Title: _____

Address: _____ Contact telephone number(s):
_____ Day: _____

Postcode _____ Evening: _____

Mobile _____

Email address: _____

If we need to, the best way for us to contact you is by: _____

Work Permit:

Do you need a work permit to take up this post? Yes No

Working in the UK:

Are you eligible to work in the UK? Yes No

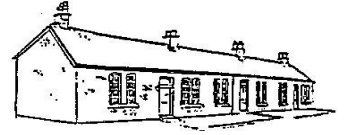
Health:

Please give details of the number of episodes and the total days of sickness absence in the last 12 months

Number of episodes _____ Total days: _____

Date application received (office use only)

St. David's Bradbury Day Centre Application Form



Part B

Declarations

Convictions:

St. David's Bradbury Day Centre is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) Order 2003. This means that **unless stated in the job description, person specification or application pack**, you must tell us about any previous convictions either classed as "spent" or "unspent". If you are offered employment, any failure to disclose such convictions could result in dismissal or disciplinary action. Any information you give will be considered only in relation to the post for which this application form refers. **Information will be verified by Disclosure Scotland for relevant posts.**

I declare that I have: (a) No previous convictions (sign at the bottom of the page)

(b) Previous convictions – details of which are:

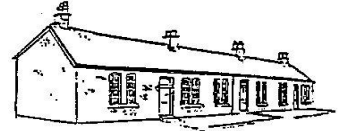
(Please read the following points and sign below once you have completed the form)

- I have completed parts A to C of this application form and the details I have supplied are, to the best of my knowledge, true and complete
- I understand that if appointed to this post, the information on this form will be kept as part of my personal file record
- I understand that details of educational qualifications, membership of professional bodies and referee reports may be verified through the establishments and individuals I have indicated
- I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the Data Protection Act 1998
- I declare that I have no previous convictions, or have identified any I have above

Signature: _____

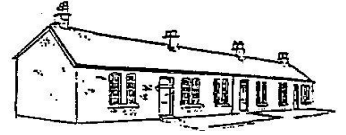
Date: _____

St. David's Bradbury Day Centre Application Form



Part C			
Qualifications Achieved:			
Subject	Type of Qualification, for example Standard Grade, Higher, BSc, S/NVQ	Grade Achieved	
Qualifications currently studying or working towards:			
Subject	Type of qualification, Standard Grade, Higher, BSc, S/NVQ	Grade Anticipated	Dates Anticipated
Membership of professional regulatory bodies:			
Full name of organisation(s)	Registration Number	Renewal date	

St. David's Bradbury Day Centre Application Form



Part C

Present (or most recent) post:

Job title: _____

Employer: _____

Dates employment stated and (if applicable) finished: _____

Reason for leaving (if applicable) : _____

Notice Period: _____ Current/most recent salary: _____

Role purpose/summary of responsibilities:

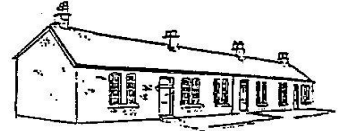
(continue on a separate sheet if necessary)

Employment History:

List your most recent job first then work down the page. If a job supports the position applied for, please say more about it in your "support of application" statement

Job Title and Grade	Employer	Date (from)	Dates (to)

St. David's Bradbury Day Centre Application Form



Part C

Referees:

Your referees will include your present (or most recent) employer. Please identify below the person in your organisation who is authorised to confirm your employment and the details given in your application. Please identify a second referee who may have knowledge of your skills, knowledge and abilities and who may offer opinion of your suitability for this post. You **should not** use friends or family members. Please note that references will only be taken up if you are successful.

Name _____ Name _____

Designation _____ Designation _____

Capacity in which known _____ Capacity in which known _____

Address _____ Address _____

Postcode _____ Postcode _____

Telephone _____ Telephone _____

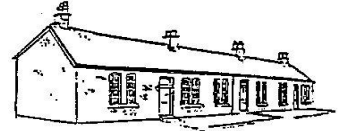
Email _____ Email _____

Driving Licence:

Do you have a driving Licence? Yes No

If yes, which categories are you entitled to drive for example B, BE, Ci _____

St. David's Bradbury Day Centre Application Form



Part C

Statement in support of your application:

Please tell us your personal qualities, skills and attributes, experiences and any major achievements and show how they match those needed for this job. If necessary, please continue on a separate sheet and attach securely to this section.

Please tell us where you saw the advertisement for this post?

- Newspaper (which one?) _____
- Professional journal (which one?) _____
- Job Centre
- Web
- Other (please specify) _____

St. David's Bradbury Day Centre
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0131 660 1285 or 0131 663 8195
st_dauidsdaycentre@hotmail.com