

ONE PARENT FAMILIES SCOTLAND

Application Form

OFFICE USE ONLY:

O:\ADMINISTRATION\Personnel\OPFS Masters\Application Form 20050701.doc

Post:

Ref No:

Closing Date:

Received:

Please note that all information in the following sections will be seen by all those involved in the selection. It is therefore important that you complete each section as fully as possible.

This form will be photocopied:

Please ensure you type or write your information, presented clearly in black ink.

Please read carefully the information accompanying the application form.

Section 1

Post

The post you are applying for

Section 2

Personal Details

Name

Address

Date of Birth

Daytime Telephone Number

Evening Telephone Number

Email Address

Please note that in accordance with our Equal Opportunities Policy, this page will be detached before short listing.

OFFICE USE ONLY:

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Section 3

Ref No:

Education & Qualifications

Please note that qualifications gained outside the UK and Europe are also relevant.

Date	School/College/University	Qualifications

Section 4

Other Training or Courses

Please note that only relevant qualifications are required to be noted here. Please also include any that did not lead to a qualification.

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Section 5

Most Recent Employment Experience

Please detail the main duties and responsibilities of your post.

Dates:

Position Held:

Name & Address of Employer:

Duties & Responsibilities:

Reason for wishing to leave:

Current Salary:

Section 6

Notice Required

Please tell us when you would be able to start, should you be offered the job

Section 7

Previous Employment Experience

Please give details of all relevant posts you have held (employment, voluntary, community work, etc.), starting with the most recent, giving dates of employment, employer, job title, a brief summary of your duties and your reason for leaving.

Dates	Position Held	Name & Address of Employer	Duties & Responsibilities

Section 8

Current Activities

Please detail what you are currently doing (eg. voluntary work, studying, working in the home, etc.).

Current Activities

Section 9

Interests & Leisure Activities

Please give us a broader idea of your interests.

Interests

Section 10

Skills & Other Experience

Please tell us what experience and skills you can bring to the job. Please include in this section reasons for applying and any relevant information not included elsewhere. Please consider every aspect of the job description. This is to provide us with information to support your application. You must be able to demonstrate that you can satisfy each and every relevant aspect of the person specification. You will be required to demonstrate positively your ability, commitment, etc. by some reference to your academic, professional, voluntary or personal life. We require all our staff to have a commitment to Equal Opportunities.

Information supporting your application

Section 11

Health

Please note that you will not necessarily be excluded because of illness or disability.

Please mention any health problems or disability likely to affect your ability to perform this job

Section 12

Criminal Convictions

Please note that only relevant convictions will be taken into account. Some of our jobs require a police check by law.

- I have no previous criminal convictions
- I have previous convictions; these are detailed below:

Section 13

ASYLUM AND IMMIGRATION ACT 1996

It is against the law to employ a person who does not have permission to live and work in the UK. In general, if you were not a British Citizen or Commonwealth Citizen with the right of abode in the UK, or a citizen of any country in the European Economic Area (EEA) you will require a work permit. We will require evidence from the successful candidate. (Please tick appropriate box)

1. Are you a British Citizen or Commonwealth Citizen with the right of abode in the UK, or a citizen of any country in the EEA?

- Yes No

2. If no, do you require a work permit to work in the UK?

- Yes No

3. If you have answered yes to question two above, do you have a work permit to work in the UK?

- Yes No

Section 14

Other Information

Some posts may require a driving licence.

- I have a current driving licence

Some posts may be suitable for job sharing.

- I would consider a job share

Section 15

Referees

These should not include relatives or personal friends. If you are in employment, one reference should be from your current employer, if at all possible.

Please indicate if you do not wish us to take up references with your current employer.

If for any reason references are unsatisfactory we will get in touch with you. If you or your referees are unable to verify information which is relevant to the appointment, then we may have to check it ourselves.

Name

Address

Telephone Number

Occupation

Name

Address

Telephone Number

Occupation

Section 16

Declaration

I verify that, to the best of my knowledge, the information supplied by me on this application form and subsequent sheets, is correct

Signature

Date

(Please note that you need sign using only initials and surname)

Closing Date

Please return all application and monitoring forms by the closing date advertised.

If you have not heard from One Parent Families Scotland by two weeks after the closing date, your application will have been unsuccessful this time.

Return Address

Please return to the address specified on the job advert/details.

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Monitoring Form

OFFICE USE ONLY:

Post:	Ref No:
Closing Date:	Received:

1. Sex

Female Male

2. Age

18-25 26-35 36-45 46-55 56-65

3. How would you describe your ethnic origin?

- African
- Asian (e.g. Pakistani, Bangladeshi, Indian)
- Caribbean
- S.E.Asian (e.g. Chinese, Malaysian, Vietnamese)
- Other non-European
- British
- Other European
- Combination of
- Any Other. (Please specify) _____

4. Do you consider yourself to be disabled?

Yes No

If yes, please give details. _____

5. Do you consider yourself to be a single parent?

Yes No

6. Media: Where did you see this post advertised?

7. Do you have any comments about this form?

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Guidelines to Monitoring Form

OPFS is attempting to ensure equality of opportunity in its policies, so we are assessing those areas where positive action can be taken.

Your co-operation in completing this form is much appreciated. Any information you give is strictly confidential to the administrator and will not be seen by the people who are shortlisting or interviewing. For the monitoring policy to be entirely effective, we need to have as full a response as possible.

If you prefer not to answer any of the questions, your application will not be affected.

Thank you for your time and co-operation in completing our form.

- Q1** Our application form does not require an applicant to divulge their sex.
- Q2** Our application form does not require an applicant to divulge their age.
- Q3** Ethnic Origin. Some people may not be happy with our classification system. If you wish to classify yourself in some other way, please do.
- Q4** Disability. OPFS are aware that some applicants are reluctant to declare a disability because of possible discrimination by employers. OPFS are required to keep records of how many disabled people we employ for the Department of Employment. We would like to know how many people we attract to OPFS so that we can monitor the effectiveness of our policies towards disabled people.
- Q6** This is to give us an indication of the effectiveness of our advertising.