

URN: _____

SKYE AND LOCHALSH MENTAL HEALTH ASSOCIATION
LEASACHADH SLAINTE INNTINN AN EILEAN SGIATHANAICH 'S LOCH AILLSE

STAFF APPOINTMENT APPLICATION FORM

Private and Confidential

Please read the attached Guidance Notes before completing this form

PERSONAL DETAILS

NAME:

ADDRESS:

POSTCODE:

TELEPHONE NO. (DAYTIME):

PLEASE INDICATE WHERE YOU SAW THIS
POST ADVERTISED _____

DECLARATION

I confirm that to the best of my knowledge the information given in this application form is correct and complete.

I understand that the provision of false information may result in disciplinary action, which could lead to dismissal.

Signed:

Date:

URN:

EDUCATION AND QUALIFICATIONS

PERIOD OF STUDY: FROM/TO	SUBJECTS AND COURSES	CERTIFICATES AND QUALIFICATIONS OBTAINED

PRESENT EMPLOYMENT
(Or last employment if not currently working)

EMPLOYER'S NAME:	
ADDRESS:	
FROM:	TO:
JOB TITLE:	
SALARY:	
Why are you leaving/did you leave this job?	
Please give a brief description of your present/most recent job:	

PREVIOUS EMPLOYMENT

Please give details of paid or unpaid work or any other relevant experience..

FROM /TO	EMPLOYER'S NAME	SALARY	POSITION HELD/MAIN DUTIES	REASONS FOR LEAVING

Please continue on a separate sheet if necessary.

REASONS FOR APPLYING

Please explain why you have applied for and feel suited to this post.

MEDICAL DETAILS

Have you had any serious illness in the last two years? If so, please give brief details

How many days have you had of work due to sickness in the last two years?

Please show on a separate sheet, details of absences from work due to sickness exceeding one week in the last five years. Any offer of employment made could be subject to satisfactory health clearance.

DISABILITIES

DO YOU CONSIDER THAT YOU HAVE A
DISABILITY?

Yes

No

If you feel that you have a disability, are there any arrangements which we can make for you if you are called for interview? Please give details below.

OTHER INFORMATION

Please supply any other information about yourself that you feel will support your application:

Have you ever been convicted of a criminal offence? This post involves regulated work with adults as defined by the Protection of Vulnerable Groups (Scotland) Act 2007. The successful applicant will be required to have or successfully apply for PVG scheme membership. You must declare any convictions, even if they are normally considered to be spent. We guarantee that the information you provide will be used fairly and will only be seen by those who need to see it as part of the recruitment process. A criminal record will not necessarily stop us appointing you, this will depend on the circumstances and background of your offences. Failure to reveal any such information could lead to the withdrawal of an offer of employment.

REFERENCES

Please give the names, addresses and telephone numbers of two people whom we may apply to for references:

REFERENCE 1 (Present or most recent employer)

Name:

Address:

Telephone No.

Occupation:

May we contact this referee prior to interview?

REFERENCE 2

Name:

Address:

Telephone No.

Occupation:

May we contact this referee prior to interview?

NOTE TO ALL APPLICANTS:

In accordance with the Asylum and Immigration Act you will be required to provide written proof of you right to work in the United Kingdom before any job offer is made to you. You will be given details of the original document(s) required at the appropriate time.

Please return the completed Application Form to:

Sandra Mackenzie
Skye & Lochalsh Mental Health Association
Am Fasgadh
Woodpark
Portree
Isle of Skye
IV51 9HQ

The envelope used should be marked "Private and Confidential"

Alternatively, applications can be emailed to
sandra.mackenzie@slmha.co.uk

SKYE AND LOCHALSH MENTAL HEALTH ASSOCIATION
LEASACHADH SLAINTE INNTINN AN EILEAN
SGIATHANAICH 'S LOCH AILLSE

STAFF APPOINTMENT

GUIDANCE NOTES FOR APPLICANTS ON FILLING IN THE APPLICATION FORM

Please read these notes carefully – they are to help you make the best of your application

- 1. The form should be completed in black ink or black ball-point pen for photocopying purposes.**
2. Please do not send your Curriculum Vitae.
3. One of your references should be your present or most recent employer. If you have not been employed or are self employed or have been out of employment for more than two years, you may wish to give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to carry out the post.
4. The enclosed Person Specification lists the requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your application form and assess this against the Person Specification.
5. The Selection Panel will not make assumptions about the nature of the work you have done from a list of job titles. It is therefore important that you use the space provided to detail your experience and skills. Work, paid or voluntary, is not the only means of showing that you meet the requirements of the post. Life experience and skills are just as valid, so long as you are able to demonstrate this.
6. If you are short listed for interview, the Selection Panel will wish to discuss the areas covered in the Person Specification in more detail.