| JOB APPLICATION FORM | | |
| --- | --- | --- |
| The information you provide on this application form will be treated as confidential and in line with the Data Protection Act 2018. Refer back to the job pack to help you complete each section fully. | | |

| Job Applied for |  |
| --- | --- |

| PERSONAL INFORMATION | |
| --- | --- |
| First Name(s) |  |
| Last Name(s) |  |
| Pronouns (e.g. they/them, she/her, he/him) |  |
| Home Address |  |
| Email |  |
| Phone Number |  |
| **Please let us know if you require any adjustments or support to take part in the interview process.** | |
|  | |
| **How did you hear about this position? If online, please specify the website or social media channel.** | |
|  | |

| WORK HISTORY | | | | |
| --- | --- | --- | --- | --- |
| Please give details of any previous work experience that is relevant to this position, starting with the most recent. We encourage you to include relevant experience from both paid and voluntary roles you have been involved in. Add extra rows as needed. | | | | |
| **Date from and to (mm/yy)** | **Employer name and address** | **Role title and brief description of responsibilities** | **Voluntary or paid** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| EDUCATION, TRAINING & QUALIFICATIONS | | |
| --- | --- | --- |
| Please give details of your main qualifications, covering education and professional training. Add extra rows as needed. | | |
| **Provider of qualification** | **Details of qualification gained or pending, or training attended** | **Date(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

| LANGUAGE ASSESSMENT | | | | |
| --- | --- | --- | --- | --- |
| Please complete the table below with your language skills by adding an x in the relevant boxes. | | | | |
|  | **None/**  **Beginner** | **Intermediate** | **Advanced** | **Fluent** |
| **English** |  |  |  |  |
| **Spanish** |  |  |  |  |
| **Portuguese** |  |  |  |  |
| **If other, specify** |  |  |  |  |

| SUPPORTING STATEMENT | | |
| --- | --- | --- |
| In this section, please explain how you meet the essential and desirable criteria outlined in the person specification, using **no more than 1,000 words**. Where possible, include specific examples that demonstrate how your experience, knowledge, skills, and personal attributes align with the requirements of the role.  Please do not attach a CV, as we do not use CVs during the shortlisting process. Shortlisting will be based on the evidence you provide here. | | |
|  | | |

| REFEREES | | |
| --- | --- | --- |
| Please provide the details of two referees (not related to you) who are able to provide us with a reference based on their experience working with you. One of them must be your most recent employer. Referees will only be contacted with your permission, and after the interview stage. | | |
|  | **Referee 1** | **Referee 2** |
| **Name** |  |  |
| **Email** |  |  |
| **Organisation** |  |  |
| **Relationship to you** |  |  |
| **Address** |  |  |
| **Phone Number** |  |  |

| PRE-EMPLOYMENT CHECKS | | |
| --- | --- | --- |
| As this position involves working with children and/or adults at risk, employment is dependent on the following:   1. Your written consent to obtaining a Disclosure and Barring certificate from the Disclosure and Barring Service/Disclosure Scotland, or an approved umbrella body or provision of a PVG Scheme Record/Scheme Record Update 2. Such disclosure being acceptable to us 3. Proof of identity – birth or marriage certificate (where appropriate) and passport (if available) 4. Two satisfactory written references | | |

| EQUALITY AND DIVERSITY MONITORING | | |
| --- | --- | --- |
| In order to support equal opportunities and encourage applications from people of all backgrounds, we collect monitoring information to help improve our recruitment practices. Completing this form is voluntary, anonymous, and confidential. Your responses will be stored separately from your application and will not affect the outcome of the recruitment process.  All information provided will be entered into our HR systems for monitoring purposes only, in line with the Data Protection Act 2018, and will not be shared with interview panels. Please complete the Equality and Diversity form via [this link](https://forms.gle/mLnhuVmSfKK6jqbz9) when submitting your application. | | |

| DECLARATION | | | |
| --- | --- | --- | --- |
| **Please read this carefully before signing this application form.**   1. I confirm that the information provided on this application is true and correct. I understand that providing false information or withholding relevant information can lead to my application being rejected or my role being terminated if an appointment has already been made. 2. I agree that my previous employers may be approached for references. I also agree that should I be successful in this application, I will apply to the Disclosure and Barring Service / Disclosure Scotland for a Disclosure and Barring certificate / PVG Scheme Record or Scheme Record Update as requested. I understand that should I fail to do so, or should the disclosure or reference not be satisfactory, any offer of employment may be withdrawn or my employment terminated if an appointment has already been made. 3. I understand that the information will be held electronically in line with the Data Protection Act 2018. | | | |
| Signature: |  | Date: |  |

## HOW TO SUBMIT YOUR APPLICATION

Please send your completed application form by email to [recruitment@irmo.org.uk](mailto:recruitment@irmo.org.uk) by the deadline indicated in the job pack. **Please include the title of the position for which you are applying in the subject line of your email.**