**For office use only:**

**Candidate No:**

**Date Received:**

**Position applied for:**

**Job type applied for:**

**(E.g. Full-time. Part-time; Sessional work)**



***‘Our purpose is to provide a positive and life-changing experience for young people through individual care, education and skills development’***

***Application Form***

|  |
| --- |
| **Position Applying for:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Please type or write clearly in black ink. *Please note that we do not accept CVs.*Please complete all relevant sections. All answers must be written in the space available other than for answers to questions 2 - 6).***Please return the completed form either via email or post to:*** applications@goodshepherdcentre.org.ukHR DepartmentThe Good Shepherd CentreGreenock RoadBishoptonPA7 5PWTel: 01505-864500 |

1. **PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename(s): |  | Surname: |  |
| Have you ever been known as another name? If so, please state previous names |  |
| Home Address |  | Town |  |
| Postcode |  |
| Telephone Numbers | Home |  | Mobile |  |
| Email Address |  | Contact Preference |  |

1. **EDUCATION & TRAINING**

*Please include any qualifications achieved or that you are currently undertaking (Attach additional paper if necessary)*

|  |  |  |  |
| --- | --- | --- | --- |
| **School/College/University Attended** | **Course** | **Grade** | **Date** |
| **From** | **To** |
|  |  |  |  |  |
| **Short Courses***Please list details of any relevant courses* | **Date** |
| **From** | **To** |
|  |  |  |

**3. Current/Most Recent Employer Details**

 *(Attach additional paper if necessary)*

|  |  |
| --- | --- |
| **Company Name**  |  |
| **Job Title** |  |
| **Start Date** |   |
| **End Date** |  |
| **Salary**  |  |
| **Notice Period** |  |
| **Reason for Leaving (if applicable)** |  |
| **Brief Overview of Role & Responsibilities**  |  |

**4. Employment History**

*Please provide details of your work history including any voluntary or unpaid work.* ***DO NOT LEAVE ANY GAPS****. If you were not working, please state reason (Attach additional paper if necessary)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Date*** | ***Job Title*** | ***Organisation Name***  | ***Duties*** | ***Reason for******leaving*** |
| ***From*** | ***To*** |
|  |  |  |  |  |  |

**5. Motivation & Suitability for the Role**

*Please detail your motivation for applying to work with young people and/or within a Secure Care/Intensive Support setting. Please also explain how your skills, knowledge and experience match the job description and person specification providing examples of how you meet each of the key competencies specified. (Attach additional paper if necessary)*

|  |
| --- |
|  |

**6. Hobbies/Interests & What I Have to Offer Good Shepherd Centre**

*Please tell us about your interests and any activities you carry out in your spare time. If you could also state why you are the ideal candidate for this role. (Attach additional paper if necessary).*

|  |
| --- |
|  |

**7. Additional Questions**

|  |  |
| --- | --- |
| Where did you hear about this job vacancy? | GSC Website[ ]  Jobcentre Plus[ ] Engage Renfrewshire [ ] Indeed[ ] S1 Jobs[ ] My job Scotland[ ] Other [ ] If other please specify: |
| Have you applied for a post with the Good Shepherd Centre before? If yes, for which position?  | **YES** | **NO** | **Position:**  |
|  |[ ] [ ]   |
| Do you know anyone who currently works for the Good Shepherd Centre?If yes, please add details  | **YES** | **NO** | **Details:** |
|  |[ ] [ ]  **Because of the perception of a conflict of interest and in the interest of full transparency, I am disclosing my relationship to my potential employer GSC:****Name:****Relationship:** |
| Do you know anyone who currently uses the services of the Good Shepherd Centre?If yes, please add details  | **YES** | **NO** | **Details:** |
|  |[ ] [ ]  **Because of the perception of a conflict of interest and in the interest of full transparency, I am disclosing my relationship to my potential employer GSC:****Name:****Relationship:** |
| Do you currently hold a PVG Scheme Membership? If so, please add details of your membership number and the category you currently hold a PVG for.  | **YES** | **NO** | **Adults/Children/Both**  | **PVG Membership No:**  |
|  |[ ] [ ]   |  |
| Are you currently or have you previously registered with a Professional Body? If so, please provide details | **YES** | **NO** | **Registration No** | **Level** | **Date From** | **Date To** |
|  |[ ] [ ]   |  |  |  |
| Are you authorised to work in the UK? | YES[ ]  | NO[ ]  |  |
| Do you have a driving licence?  | YES[ ]  | NO[ ]  |  |

**8. REFERENCES**

*Please give details of two employers, one current and one recent, to whom we may apply for a reference.* If an applicant is unable to supply two employment references due to their work experience, one reference can be a character reference which could be either: 1. a current/former teacher or lecturer, 2. an acquaintance who holds a recognised profession or 3. a community leader.

*References will only be taken up after an offer of employment has been made, with your consent. You will not be able to start employment with Good Shepherd Centre until satisfactory references have been received.*

|  |  |
| --- | --- |
| ***EMPLOYER REFERENCE 1*****(must be your current or most recent employer)** | ***Please tick which is applicable:******EMPLOYER REFERENCE 2***  ***OR******CHARACTER REFERENCE***  |
| **Name:** |  | **Name:** |  |
| **Job Title:** |  | **Job Title:**  |  |
| **Address:** |  | **Address:** |  |
| **Telephone Number:** |  | **Telephone Number:** |  |
| **E-mail Address:** |  | **E-mail Address:** |  |

**10. DECLARATION**

I hereby declare that the above statements are true to the best of my knowledge. I understand that any information submitted in connection with employment and subsequently found to be incorrect or deliberately misleading may render me liable to dismissal.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:**  |  | **Date:** |  |