

TYKES obtains and processes personal data, including sensitive data, relating to your job application. We are a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you as part of our application and selection process. Our Privacy Notice for Candidates is applicable to you because you are applying for work with us (whether as an employee, worker, contractor, or volunteer). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679). Our Privacy Notice for Candidates has been sent along with this application form.’

**APPLICATION FORM – CONFIDENTIAL**

**Position applied for:**

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| --- | --- |
| **Name:** | **Title:** |
| **Address:** | **Telephone:**  **Email:** |
| **Do you require a work permit to work in the UK?** | Yes/No |

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| --- | --- | --- | --- | --- |
| **QUALIFICATIONS AND TRAINING** | | | | |
| Dates (To/From) | School/College/University/Training Organisations | Qualifications | Subject | Grade |
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| --- | --- | --- |
| **EMPLOYMENT EXPERIENCE** | | |
| Dates (To/From) | Employer | Job title and description of duties |
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| **Relevant Experience**  Please tell us how your experience, skills and qualifications meet the requirements of the person specification, job description and additional information sheet (if applicable). Please focus your response on the things you did in your job/volunteering, home-based or social/community activities giving examples of how you demonstrated the skills and competencies required for the role (maximum of 2 A4 sheets). The information you provide will be the basis for shortlisting. |
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Do you hold a clean driving licence? YES NO

Are you eligible to work in the UK YES NO

Are you barred from working with children or vulnerable adults? YES NO

Do you need a work permit to take up this post? YES NO

Have you ever been convicted of a criminal offence? YES NO

Have you ever been convicted of any traffic offences? YES NO

Have you ever caused a traffic accident or caused damage to another vehicle whilst driving? YES NO

If you are called for an interview and have answered yes to the questions above,\* you will be asked for details. Answering “yes” will not necessarily debar you from working with TYKES. This will depend on the nature of the position, together with the circumstances and background of your offences.

DETAILS OF 2 REFEREES WE CAN CONTACT **AFTER** INTERVIEW.

REFEREE 1 should be your manager in your current or most recent job, or someone who knows you in a work capacity

REFEREE 2 can be someone who knows you in a different role eg community or voluntary capacity

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| --- | --- |
| **Referee 1** | **Referee 2** |
| Name:  Organisation & Job Title:  Address:  Contact Phone:  Email:  In what capacity do you know them? | Name:  Organisation & Job Title:  Address:  Contact Phone:  Email:  In what capacity do you know them? |

Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974, by view of the Rehabilitation of Offenders Act 1974 (Amendment) orders 1986. Applicants are therefore, not entitled to withhold any information about convictions which for other purposes are “spent” under provision of the Act, or any information of imprisonment. Any failure to disclose such a conviction could result in dismissal action by the Project. Any information given will be completely confidential and will be considered only in relation to application for a position to which the order applies. In view of the above please answer the following question

TYKES has an equal opportunities policy in employment and seeks to ensure that no applicant is discriminated against on the grounds of sex, marital status, colour, race, religion, age disability or disadvantaged by conditions or requirements which cannot be shown to be justifiable. If you have a disability or are affected by any other factors, please tell us about any adjustments we may need to make to assist you at interview or in the workplace

**I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.**

Signature .................................................. Date …………

Please return to:

Rhionna Mackay

Office Manager

[rhionna.mackay@nhs.scot](mailto:rhionna.mackay@nhs.scot)

Alternatively a hard copy can be sent to TYKES, Unit 9, Golspie Ind. Estate, Golspie KW10 6RN. Your application must be received before the closing date.