

**Employment Application Form**

|  |  |
| --- | --- |
| POST APPLIED FOR: |  |
| LOCATION:  |  |

# 1 Education

|  |  |  |
| --- | --- | --- |
| College / University | From/To | Qualifications Gained |
|  |  |  |
|  |  |  |
|  |  |  |

# 2 Job Related Training

1. **Please detail skills, training courses attended and dates, eg SVQ’s, REHIS Food Handling, REHIS Infection Control, First Aid and Childcare First Aid etc**

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| --- | --- | --- |
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|  |  |  |
|  |  |  |

1. **Membership of professional associations and registration / membership number eg Scottish Social Services Council (SSSC)**

|  |  |  |
| --- | --- | --- |
| Association | Category / Type | Registration / Membership No |
|  |  |  |
|  |  |  |

# 4 Employment History (Starting with Current or most recent employment)

|  |  |  |  |
| --- | --- | --- | --- |
| Employers Nameand address | From / To | Position held | Reason for Leaving |
| **1. Current / Most Recent Employer:** |  |  |  |
| **2**. |  |  |  |
| **3.** |  |  |  |

|  |
| --- |
| Brief description of duties which are relevant to the position applied for? |

|  |
| --- |
| Please account for any gaps in employment / education / training? |

# 5 Supporting Statements

|  |
| --- |
| Please tell us why you are applying for this post and describe current / past experiences, skills and attributes that will support this application?***Please continue on separate sheet if necessary*** |

# 6 Disciplinary Procedures

Have you been the subject of disciplinary procedures in any of your previous employment?

Yes / No

If yes, please give details:

# 7 Complaints

Have you ever been the subject of a complaint made by a service user, member of the public or colleague?

Yes / No

If yes, please give details:

# 8 Holidays

 Do you have holidays arranged? If so, please give dates.

# 9 References

List two referees we may contact, one of whom must be **your current / most recent employer.**

References will be taken up after the interview. Do not give details of relatives or partners.

|  |  |
| --- | --- |
| **Employer**Name:Position:Organisation:Address:Telephone:Email address: | **Other**Name:Position:Organisation:Address:Telephone:Email address: |

**How much notice does your current employer require? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# 10 Statement

I confirm that the information provided by me in this application is true and complete.

I understand that incorrect statements could result in termination of employment.

I understand that any offer of employment will be subject to receipt of satisfactory references, fit person checks including enhanced disclosure, and a probationary period.

In certain cases a medical examination may be required.

 **Name** (in capital letters) ……………………………………………………………………

**Signed**:…………………………………………………… Date:……………………………….

*Please return this this application and the equal opportunities form*

*either by email to:* **hr@ssff.org.uk** *or by post to:*

**Stepping Stones for Families,**

**Studio 3003a, Mile End Mill, 12 Seedhill Road, Paisley PA1 1JS.**

***Please note that only applicants selected for interview will be contacted***