

<i>For internal use only</i>	Candidate Ref No.
------------------------------	-------------------

Application Form for employment with Transform Scotland

Equality, diversity & inclusion statement
<p>Transform Scotland is committed to encouraging equality, diversity and inclusion among our workforce and preventing and eliminating unlawful discrimination, harassment and bullying in the workplace. The aim is for our workforce to be truly representative of all sections of society, and for each employee to feel respected and able to give their best. The organisation is also committed to preventing unlawful discrimination against customers or the public. In particular, the organisation adheres to the Equality Act 2010 and is committed to promoting equal treatment irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.</p>

Privacy Statement
<p>We will only use the information you supply to us on this form to process your application and to produce anonymised recruitment statistics. Personal information about unsuccessful candidates will be held for six months after the recruitment exercise has been completed and then destroyed. Full details are set out in our Job Applicant Privacy Notice, which is available on request.</p> <p>If you are successful in your application to work for Transform Scotland: Following our job offer we will contact your employment references using the details you provide on this application form. We will compile a file relating to your employment. The information contained in this will be kept secure and will only be used for purposes directly relevant to your employment. Once your employment with Transform Scotland has ended, we will retain the file in accordance with the requirements of our retention schedule and then delete it.</p>

Post applied for	
Where did you hear about the vacancy?	

Your details	
Full name	
Address	
Telephone number	
Email address	

<i>For internal use only</i>	Candidate Ref No.
------------------------------	-------------------

Work Permits
Are there any restrictions to your residence in the UK that might affect your right to take up employment in the UK? <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Rehabilitation of Offenders Act
Do you have any unspent criminal convictions? (declaration subject to the Rehabilitation of Offenders Act 1974) <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
Answer this question only if you are applying for a role that will involve working with Vulnerable Adults. Have you ever been convicted of a criminal offence? (Declaration subject to the Rehabilitation of Offenders Act 1974). <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

All candidates with a disability who meet the essential criteria for this post will be interviewed. If you have a disability, please let us know in the space below:

Transform Scotland will consider all requests for flexible working, part-time working and job sharing. Please state below the hours you are available to work.

<i>For internal use only</i>	Candidate Ref No.
------------------------------	-------------------

Referees		
Please provide the contact details of two referees. Referee one should be your line manager from your most recent employment.		
	Referee one	Referee two
Name		
Position		
Organisation		
Address		
Telephone No.		
Email address		
May we request a reference prior to interview?	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

This application form has been designed to ensure our short-listing panel only receive information relevant to the job that is being applied for. The personal information section is removed prior to the short-listing process. If you have any queries about Transform Scotland's recruitment and selection procedure or if you need to receive this form in an alternative format, please contact jobs@transform.scot

Transform Scotland will contact you if you have been shortlisted for an interview. We will endeavour to contact unsuccessful applicants, however sometimes this is not possible. If you do not hear from us within a few weeks of the closing date, please assume that you have not been shortlisted. Please return this form to jobs@transform.scot

Declaration

I consent to Transform Scotland processing and holding the above data for the purposes stated in the above privacy statement. I declare that the information I have provided on this form is accurate and truthful.

Signature

Date