**Job application form**

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**Application information**

Before you fill out the application form, read all the information provided to you in the application pack.

If you require any further advice on this application form, please phone Mairi Sherry, HR & Safeguarding Officer on 0141 354 5555 or email recruitment@sciaf.org.uk.

**Right to work in the UK**

* SCIAF has a responsibility to ensure that all employees are eligible to work in the UK. Consequently, before you can commence work you will be expected to provide evidence of your eligibility to work in the UK. This may be your birth certificate, passport, work permit or other document confirming your right to work in the UK. SCIAF cannot be a sponsoring employer.

**References**

* At least one of your referees should be your manager from your current or most recent employer.
* Please check before applying that those people are willing to be referees, and inform them that you have given SCIAF their name and contact details.

**Safeguarding checks**

* SCIAF is a member of the SCHR Misconduct Scheme (the interagency scheme for the disclosure of safeguarding-related misconduct in recruitment processes within the humanitarian and development sector).
* The successful applicant will be required to sign a safeguarding self-declaration form. Within this form the successful candidate will have to provide contact details of employers or appropriate others who can provide a conduct statement in relation to the candidate’s safeguarding-related conduct, over the past five years.

**Any offer of employment will be subject to the satisfactory completion of these safeguarding checks.**

**Job application**

The decision to invite you to attend for interview will be based on the information you provide on this form. Applicants should refer closely to the guidance notes, job description and person specification before completing this application form.

Please type or write clearly using black ink. **INTETIONS:**

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| **Position applied for:** |  |
| **Where did you see this post advertised?:** |  |
| **Candidate reference no:**  **(internal use only)** |  |

**Part 1**

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| **Personal details** | |
| Name: | Title: |
| Address:    Postcode: | |
| Telephone (private):  Telephone (business):  Email address: | |

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| **Additional information** |
| **Applicants with disabilities**  SCIAF is committed to making every reasonable adjustment to the workplace so as to accommodate people with disabilities. If you require any adjustments to accommodate you in the selection process or you wish to discuss reasonable adjustments in the role itself, please contact the HR team.  *Alternatively, you can give details here:* |
| **Right to work in the UK**  All applicants called in for a final interview will be asked to produce evidence of their eligibility to work in the UK.  Do you need a work permit to work in the UK?  Yes  No  If you need a work permit, are there any limitations or conditions on the work permit  e.g. a visa with limited duration?  Yes  No  *If yes, please give details:* |
| **Criminal Record**  You are not required to disclose any conviction considered spent under the Rehabilitation of Offenders Act 1974. Having a conviction will not necessarily be a bar to employment with SCIAF; it will depend on the circumstances and the relevance to the post.  Do you have any criminal convictions?  Yes  No  *If yes, please give details:* |
| **Notice Period**  If offered this post, when could you take up employment? |

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| **Referees** | | |
| Please give the name and contact details of two referees. One referee must be your present or most recent employer and the second a previous employer. If you cannot provide these, please provide a referee who has known you for at least two years. This must not be a family member and you should state the capacity in which they know you. Please note SCIAF reserves the right to contact any former employer for a reference. | | |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Address: |  |  |
| Postcode: |  |  |
| Telephone: |  |  |
| Email: |  |  |
| Capacity in which they know you: |  |  |
| Can references now be taken up prior to interview with: | Yes  No | Yes  No |

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| **Agreement** | |
| I agree that any offer of employment with SCIAF is subject to satisfactory references, medical information supplied and a medical examination (if required). I confirm that the information supplied by me on this form is, to the best of my knowledge, true and complete. Any false statement may be sufficient cause for rejection or, if employed, dismissal.  *The information you provide on this form will only be used in accordance with the principles of GDPR. If you are appointed it will form the basis of your personal record.* | |
| We would like to retain your details for a period of 6 months and contact  you should a suitable alternative or future vacancy arise in the organisation.  If you are happy for us to contact you within this time frame to discuss  other vacancies, please tick the box opposite. If you do not tick the box,  we will ensure you are not contacted for this purpose. You have the right  to withdraw this consent at any time by emailing [recruitment@sciaf.org.uk](mailto:recruitment@sciaf.org.uk) | |
| Signature: |  |
| Date: |  |
| If you are sending your application form by email, please tick the box  to indicate that the information provided on this form is true: | |

**Part 2**

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| **Candidate number reference no:**  **Internal use only** |  |

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| **Additional information** | | |
| Starting with the most recent, please give details of your education, qualifications and training relevant to the application. | | |
| Dates attended: | Type of organisation attended (school, university, college): | Qualification or training gained: |
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| **Employment history** | | |
| Starting with your present or most recent job, please give a summary of all employment, including any freelance and where relevant unpaid or voluntary work (continue on a separate sheet if necessary). | | |
| Dates From: | To: | Name of employer and nature of business, brief details of your responsibilities, salary and benefits. |
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| **Why are you applying for this role? (Maximum word limit 250)** |
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| **Why do you want to work at SCIAF? (Maximum word limit 1,250)** |
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| **Skills, abilities and experience (Maximum word limit 1,250)** |
| The person specification details key areas of competence, knowledge, experience and skills required.  Please describe in this section, using examples from your experience, how you meet the person specification. Shortlisting will be based on how well you demonstrate your ability to meet the essential criteria. |

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| **Languages – written and spoken (if appropriate to role)** | | | |
| First language: | |  | |
| Other Languages (please list): | | Spoken level  of fluency: | Written level  of fluency: |
| Language 1: |  | Intermediate |  |
| Language 2: |  | Intermediate |  |
| Language 3: |  | Beginner |  |

Please return the completed form to:

**recruitment@sciaf.org.uk**

**Equal opportunities monitoring**

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| **Position applied for:** |  |

SCIAF is committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent. Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by those involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

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| **Gender** | | | |
| How do you describe your gender? | Male | Female | Prefer not to say |

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| **Age band** | | | | | |
| 16 – 24 | 25 – 34 | 35 – 44 | 45 – 54 | 55 – 64 | 65+ |

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| **Disability** |
| Do you consider yourself to have a disability?  Yes  No |
| The Equality Act 2010 defines disability as ‘a physical or mental impairment which has  a substantial and long-term effect on a person’s ability to carry out normal day-to-day activities’. |

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| **Identity** | | | | | | | | | | |
| Please specify how you would describe your national identity: | | | | | | | | | | |
| British | English | | | Irish | | | Scottish | | | Welsh |
| Other – Please state | | | | | | Prefer not to say | | | | |
| What is your ethnicity?  Ethnic origin categories are not about nationality, birthplace or citizenship. They are about the group to whom you see yourself as belonging. Please indicate your ethnic origin by selecting the appropriate box: | | | | | | | | | | |
| **White** | | | | | | | | | | |
| British | English | | | Irish | | | Scottish | | | Welsh |
| Any other background – Please state | | | | | | | | | | |
| **Mixed** | | | | | | | | | | |
| White & Black Caribbean | | | White and Black African | | | | | | White & Asian | |
| Any other background – Please state | | | | | | | | | | |
| **Black** | | | | | | | | | | |
| Caribbean | | | | | African | | | | | |
| Any other background – Please state | | | | | | | | | | |
| **Asian** | | | | | | | | | | |
| Indian | | Pakistani | | | | | | Bangladeshi | | |
| Any other background – Please state | | | | | | | | | | |
| **Other Ethnic Group** | | | | | | | | | | |
| Chinese | | Latino | | | | | | Arab | | |
| Any other background – Please state | | | | | | | | | | |

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| **Sexual orientation** | | | | | |
| What is your sexual orientation? | | | | | |
| Heterosexual | Lesbian | Gay | Bisexual | | Other |
| **Religion or Belief** | | | | | |
| What is your religion or belief? | | | | | |
| Catholic | Church of Scotland | Christian Other | | Prefer not to say | |
| Other religion – Please state | | | | | |

This information will be treated in the strictest confidence and will be used only for statistical monitoring. It is not part of the selection process and will be separated from the application prior to shortlisting.

Please return the completed form to:

**recruitment@sciaf.org.uk**