**Application Form**

**Post applied for:** Young People’s Education Worker (Sessional)

**Please return completed forms to:**

Email: [jo@wavehighland.com](mailto:jo@wavehighland.com)

Post to: Jo Sykes, Waverley Care, 6 Ardross Street, Inverness, IV3 5NN

**Closing date for applications: Monday 7 October 2019, 5pm**

**Interviews will be held: TBC**

**Please note that we cannot respond to all applications submitted. If you do not hear from us, assume your application has not been successful.**

**Section A – Name and Contact Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **First Name** |  | **Surname** |  |
|  |  |
|  |  |
| **Address** |
|  | | |
|  |  |  |
| **Contact Telephone** |
| **Day** | **Evening** |
|  |  |
| **Mobile** |  |
|  |
|  |
| **Email** |
|  | | |
|  |  |  |

**Section B – About You and Your Experiences**

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| **1. Please detail your employment history (paid and unpaid) and your qualifications relevant to this role (not more than two pages).** |
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**Section B – About You and Your Experiences**

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| **Question 1 continued** |
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**Section B – About You and Your Experiences**

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| **2. Please use the space below to describe why you feel you are suited to the job. This should provide evidence for all of the essential requirements listed in the person specification and job description, and should demonstrate how you will apply skills, learning and experience to this job. (Not more than four sides of A4. Please note anything beyond this will be disregarded)** |
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**Section B – About You and Your Experiences**

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| **Question 2 continued** |
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**Section B – About You and Your Experiences**

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| **Question 2 continued** |
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**Section B – About You and Your Experiences**

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| **Question 2 continued** |
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**Section C – References and Declarations**

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| --- | --- | --- | --- | --- |
| **Please supply the names and contact details of two referees, one of whom should be your**  **current or most recent employer:** | | | | |
|  | **Referee 1:** |  |  |  |
|  |
| **Name** |
|  |
|  |
| **Organisation** | **Position** |
|  |  |
|  |  |
| **Address** | **Telephone** |
|  |  |
|  |
|  |
| **Email** | **Relationship to applicant** |
|  |  |
|  |  |
| **Referee 2** |
|  |
| **Name** |
|  |
|  |
| **Organisation** | **Position** |
|  |  |
|  |  |
| **Address** | **Telephone** |
|  |  |
|  |
|  |
| **Email** | **Relationship to applicant** |
|  |  |
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**Section C – References and Declarations**

**Do you need a certificate of sponsorship?**

(Proof of eligibility to work will be required at interview).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | No |  |  | Yes |

**Eligibility and Compliance**

Appointment will be dependent on references and eligibility to work compliant with the Asylum and Immigration Act 1996 and, where applicable, a Protection of Vulnerable Groups (PVG) check.

**Criminal Declaration**

You are required to declare prior criminal and abuse convictions and whether you have been the subject of any investigation or enquiry into abuse or other inappropriate behaviour. Having a criminal record will not automatically debar you from working with Waverley Care.

Do you have anything to declare?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | No |  |  | Yes |

(If yes please provide details on a separate sheet)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Declaration**  **I declare that, to the best of my knowledge and belief, all of the information that I have given in connection with this application is full and correct in every respect.** | | | | |
|  | **First name** |  | **Surname** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  | **Signature** |  | **Date** |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Data Protection:**

If successful, this application will be held in the personnel file for the duration of employment, and for 6 years after termination of employment, after which it will be destroyed. If unsuccessful, the application will be retained for 6 months as per the Waverley Care Job Applicant Data Policy.