Moray Wellbeing Hub CIC - Job Application Form

* Submit this form with your CV
* If you don’t have a CV just use this form
* Get in touch if you face barriers to complete this, we may support you.
* Have the role description(s) beside you to help guide you

This job application form is designed to complement a CV submission for Moray Wellbeing Hub roles, or to replace one where no CV exists. The aim is to help us to see your experience and interests in relation to the role, celebrate what you can bring to the team and identify areas you need support to develop and grow in. If any aspect of this form is unclear or you face a barrier to completion, please get in touch and we will do our best to offer appropriate support in a fair and transparent way in relation to other applicants.

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| **Job role(s) applied for:**  **We welcome applicants to apply for all the roles they are interested in.**       **YES / NO I can attend an interview on 30th May 2019 - Afternoon / Evening / Both** |

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| **Personal Details** |

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| **Name:** | |
| **Address:** | **Tel No 1 (preferred):** |
| **Tel No 2 :** |
| **Email:** |

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| **I confirm to the best of my knowledge that the information given in my application is correct and true.**  ***By completing your name below and emailing the application form, this will be accepted as your signature.***  **Signature: Date:** |

**Please do not give your name on other pages as this page will be removed prior to shortlisting**

**Please remember to fill in the PVG Self Declaration Form**

Please return application to: [heidi@moraywellbeinghub.org.uk](mailto:heidi@moraywellbeinghub.org.uk) / 07989331651

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| **Relevant experience, achievements & qualifications for this/these role(s):** |

Please give details of your experience (include lived / living, paid and unpaid) starting with the most recent and working backwards.

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| **Dates** | **Type of experience lived / living, paid / unpaid** | **Details relevant to role(s)** |
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| **Additional Information: Strengths and hopes** |

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| Please use the space below to detail why you have chosen to apply for this position and why your experience, skills and personality make you the ideal candidate for the post. This section is a chance to share what you feel you can bring to the role(s) and what you hope to gain from the experience. We strongly suggest you discuss this section with a friend or supporter to help give you a wider perspective. You may want to refer to the job description and specification to help you complete this section. |
| What strengths I feel I can bring to this role:  What I hope to gain from this experience: |

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| **References**: Please give the names, addresses and daytime telephone numbers of two people willing to act as referees on your behalf. Both should be able to comment on your work experience and at least one should be able to refer to your present (or most recent) employment. If you have not been in employment, two character references will be acceptable. | | |
| **Name:** | **Name:** | |
| **Address:** | **Address:** | |
| **Job Title:** | **Job Title:** | |
| **Tel no:** | **Tel no:** | |
| **Email:** | **Email:** | |
| **May we contact your referees prior to interview? Yes No** | | |
| **Current Salary:** | | **Notice period required:** |
| **Please state where you first saw this role advertised:** | | |

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| **EQUALITY & DIVERSITY MONITORING** |

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| Moray Wellbeing Hub CIC aims to provide equal opportunities and fair treatment for all staff and volunteers. Please complete the attached form and return it with your application form. The information is anonymous and will not be stored with any identifying information about you. All details are held in accordance with General Data Protection Regulations. We would like you to complete this form in order to help us understand who we are reaching and to better serve everyone in the community. The information will be used to provide an overall profile of our employees |

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| **YES / NO I have the right to work in the UK (tick)**  **YES / NO I am a Champion for Moray Wellbeing Hub**  **(approximate date joined month / year……………………………………………….……..)**  **YES / NO I have a full driving licence**  **(if you have class C and/or D please note this here………………………………..……)** |

**SELF DECLARATION FORM**

Declaring Convictions – Scotland

The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2018

The post that you have applied for requires a basic, standard or enhanced disclosure or is one where your normal duties include regulated work and requires a PVG disclosure in accordance with at least one of the following pieces of legislation:-

* Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended)
* Exclusions and Exceptions (Scotland) Order 2013 (as amended)
* Protection of Vulnerable Groups (Scotland) Act 2007 (as amended)
* Police Act 1997 (as amended)

You are therefore required to disclose certain convictions or admonishments together with any other relevant non conviction information as requested below. Having a criminal conviction will not necessarily prevent you from working or volunteering for the organisation, it will depend on the nature of the position you are applying for and the circumstances and background of the offence(s).

**UNSPENT CONVICTIONS** (You must complete this section).

Do you have any unspent convictions? Yes No

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| **If yes, please provide details including the type of offence, the date of the conviction and the sentence passed.** |

**SPENT CONVICTIONS**

This section should only be completed if you will be applying for a standard, enhanced or PVG disclosure. **Do not complete this section if you are applying for a basic disclosure.**

Please refer to Disclosure Scotland’s website for guidance on determining which offences, if any, you should declare. This guidance relates to convictions or admonishments in Scotland. If you have any vetting information from England, Wales or Northern Ireland, you should refer to that country’s guidance on what to disclose

Do you have any unspent convictions? Yes No

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| **Other information:** |

Have you ever been subject to formal disciplinary procedures or Yes No

been dismissed from a previous employment or voluntary position

or resigned from a position pending disciplinary investigations taking place?

*If yes, please give details in a separate letter.*

**Data Protection**

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| All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. Please refer to Moray Wellbeing Hub CIC Privacy Policy. |

**Declaration**

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| I certify that the information contained in this form is true and complete to the best of my knowledge and belief. I understand that any false information or omission in the information I have given may lead to the immediate suspension or termination of my volunteering or employment with the organisation.  I confirm that I have read and understood this declaration. By completing your name below and emailing the application form, this will be accepted as your signature. | |
| Full name |  |
| Signed |  |
| Date |  |