|  |  |
| --- | --- |
|  | Application for Employment |

|  |  |
| --- | --- |
| **Application for the post of:**   | Child Development Officer, Part time |

The information you provide will be treated with the strictest confidence, in line with the Data Protection Act 1998, and will be used by the Nursery’s Recruitment Panel to consider your interest in the post.

**Please complete this form and submit it together with your C.V. and personal statement outlining the reasons for applying and how your experience and skills are relevant to this post.**

Please return by **Thursday 19th October 2023**

Corporate Department

Cassiltoun Housing Association

59 Machrie Road

Glasgow

G45 0AZ

We also accept applications by email at recruitment@cassiltoun.org.uk

|  |
| --- |
| **Personal Information** |
| Name (in full) |  |
| Address (including postcode) |  |
| Telephone number |  |
| Email Address |  |
| **Disability** - We are committed to the employment and career development of disabled people. To demonstrate our commitment we guarantee an interview to anyone with a disability whose application meets the minimum essential criteria for the post at the short-listing stage. The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment, which has a substantial and adverse long-term effect on his or her ability to carry out normal day-to-day activities.Do you consider yourself disabled as defined by the Equality Act 2010?  **Rehabilitation of Offenders** **1974** – The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions which are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form which will only be reviewed if an offer of employment is being made. | **Yes/No** |
|  |  |
| **Entitlement to Work in the UK** - The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. If selected for interview and successfully offered the post you will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document (or combination of documents) indicated by the Act.Do you currently have the right to live and work in the UK? (please delete as appropriate) | **Yes/No** |
| **Referees –** **Please give details including title and correct style of address of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current line manager. Cassiltoun Stables Nursery does not accept references from family members.****Please note that Referees will not be contacted prior to interview.** |

|  |
| --- |
| **Reference 1** |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email |  |

|  |
| --- |
| **Reference 2** |
| Name |  |
| Job Title |  |
| Address |  |
| Telephone number |  |
| Email |  |

|  |
| --- |
| **General** |
| Where did you hear about this vacancy? |  |
| When would you be available to take up a new appointment? |  |
| Do you have any voluntary work or public service commitments which you wish to draw to our attention? |  |
| Do you have any private business commitments? If so, please give brief description. |  |

|  |
| --- |
| **Present or most recent employment** – please provide details of your current employment. If you are currently unemployed, please provide details of your last employment |
| Employer’s name |  |
| Address |  |
| Date employed from |  |
| Date employed to |  |
| Job title |  |
| Salary |  |
| Notice period required |  |
| Reason for leaving or seeking new employment |  |

|  |
| --- |
| **Relationship To Employees and/or Board Members** |
| Cassiltoun Stables Nursery is able to employ close family members of employees. If you are related to any employee of the Cassiltoun Group or anyone who has been employed in the last 12 months. **Please provide details:** Cassiltoun Stables Nursery is not able to make an offer of employment to someone who is, or has been in the last twelve months, a member of our Governing Body or to anyone who is related to a member of the Governing Body. **Please provide details:** |

|  |  |
| --- | --- |
| Cassiltoun Housing logo | Equal Opportunities in Employment |

|  |  |
| --- | --- |
| **Application for the post of:**   | Child Development Officer, Part time |

**Help us to ensure equal opportunity by completing this form.**

Policy – It is the policy of Cassiltoun Stables Nursery to provide equal opportunities in the fields of recruitment, training and promotion. All decisions in these areas will be made with regard to the requirements of the job and shall not be influenced by any consideration of race, colour, creed, religious belief, political belief, Trade Union activity, ethnic or national origin, disabilities, age, sex, sexual orientation or marital status. This information will not be used by those involved in selection and is for statistical purposes only. It will be separated from your job application and will be treated as confidential.

|  |  |  |  |
| --- | --- | --- | --- |
| Initial (s): |  | Post: |  |
| Surname: |  | Ref No: |  |

|  |
| --- |
| Ethnic Origin |
|

|  |
| --- |
| **i) White** |
| a) Scottish |  |
| b) Other British |  |
| c) Irish |  |
| d) Any other White Background; please state:   |
| **ii) Asian, Asian Scottish, Asian British** |
| a) Indian |  |
| b) Pakistani |  |
| c) Bangladeshi |  |
| d) Chinese |  |
| e) Any other Asian background. |

. |

|  |
| --- |
| **iii) Black, Black Scottish, Black British** |
| a) Caribbean |  |
| b) African |  |
| c) Any other black background; please state:  |
| **iv) Gypsy /traveller** |  |
| **v) Mixed; please state:**  |  |
| **vi) Other ethnic background, please state:** |  |

 |
| Disability |
| Before ticking the appropriate box below, please first read the definition of disability.The definition of disability, as outlined in the Equality Act 2010 is as follows: -In the Act, a person has a disability if:* they have a physical or mental impairment
* the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purposes of the Act, these words have the following meanings:* 'substantial' means more than minor or trivial
* 'long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring or fluctuating conditions)
* 'normal day-to-day activities' include everyday things like eating, washing, walking and going shopping

People who have had a disability in the past that meets this definition are also protected by the Act.  |
| I **do** consider myself to have a disability as defined by the Equality Act 2010 |  |
| I **do not** consider myself to have a disability as defined by the Equality Act 2010 |  |

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

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

 |

|  |
| --- |
| Gender |
| Male |  |
| Female  |  |

 |

|  |
| --- |
| **Data Protection Act**I hereby give my consent for the information provided on this form to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998. |
| Sign: |  | Date: |  |