



# Job Application Form

Alzheimer Scotland is committed to safeguarding and promoting the welfare of vulnerable adults, and has policies and procedures in place to ensure our practice meets high standards.

Post applied for:

Location of post:

How did you learn of this vacancy?

**Please complete this form in type or write clearly in ink**

Title	<input style="width: 95%;" type="text"/>	Initials or forename:	<input style="width: 95%;" type="text"/>	Surname	<input style="width: 95%;" type="text"/>
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Please give your National Insurance Number. This is to comply with the Race Relations Act 1976 and Asylum and Immigration Act 1996.

<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
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Address:	Daytime telephone	<input style="width: 95%;" type="text"/>	
	Home telephone	<input style="width: 95%;" type="text"/>	
	Email	<input style="width: 95%;" type="text"/>	
	May we contact you at work?		Yes/No

The following need only be answered if it is essential to the post in question that you must drive. If it is made clear in the job requirement that you do not need to drive, please ignore this section.

Do you have a current driving licence?	<input style="width: 40px; height: 25px;" type="checkbox"/>	Do you have access to a car that could be used during the normal working hours of this post?	<input style="width: 40px; height: 25px;" type="checkbox"/>
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Do you have any endorsements?  
If yes, please give details

## Courses and qualifications

Please list courses you have attended and qualifications you have gained, starting with the most recent.

<i>Courses and qualifications</i>	<i>School/College/Agency</i>	<i>Year</i>	<i>Duration</i>



## Personal statement

Please state the reasons why you are applying for the post and what you think you can bring to it and to the organisation. Please continue on a separate sheet if necessary.

## Medical information

How many days' sickness absence have you had in the last two years? Please give details:

Have you a disability within the meaning of the Disability Discrimination Act 1995?

Yes

No

Do you have a disability or health problem which affects the work you can do? If so, please provide details.

Yes

No

Is there anything else related to your health that you would like to tell us that you think is relevant to your application?

## Referees

Please give the names of two referees, one of whom should be your present or most recent employer. Please note that you may not give the name of someone who is related to you. May we approach these people prior to interview should you be shortlisted? Please indicate this below.

Name:	<input type="text"/>	Name:	<input type="text"/>
Address:	<input type="text"/>	Address:	<input type="text"/>
Job title:	<input type="text"/>	Job title:	<input type="text"/>
Telephone:	<input type="text"/>	Telephone:	<input type="text"/>
Email:	<input type="text"/>	Email:	<input type="text"/>

May we approach this referee if you are shortlisted?	Yes/No	May we approach this referee if you are shortlisted?	Yes/No
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## Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 allows people who have been convicted of certain criminal offences to regard their conviction as 'spent' after a period of years. This means that, in general, no reference need be made to the conviction or any circumstances relating to it.

Because of the nature of the work for which you are applying, however, this post may be exempted from the provision of the Act. You are therefore required not to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. In the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be considered only in relation to applications for a position where such an exception is appropriate.

I have read and understood the above and have convictions to declare. (Please use a separate sheet).

I have read and understood the above and I have no convictions to disclose.

Do you have any police, court proceedings pending against you?  
(If "Yes" please give brief details on a separate sheet)  Yes/No

Do you have any disciplinary action pending against you?  Yes/No

**The successful candidate for this post may be subject to a criminal convictions check through Disclosure Scotland.**

## Registrations

Are you registered now or have you been registered with the

1. Scottish Social Services Council?

Yes/No

2. General Teaching Council

Yes/No

If yes, please tick location of registration

England

Wales

Scotland

3. Nursing and Midwifery Council?

Yes/No

Name on registration

Registration or PIN number

I give agreement for a check/s to be carried out.

Signature:

Date:

### Declaration of family or close relationship

Does anyone in your family or in a close relationship with you work for Alzheimer Scotland, either as a volunteer or paid member of staff? If so please give details.

**I declare that the information I have given on this application form is, to the best of my knowledge and belief, true and complete.**

Signature:

Date:

**Please return your signed and completed form to the recruiting manager named in your pack.**

*Alzheimer Scotland - Action on Dementia is a company limited by guarantee, registered in Scotland 149069.*

*Registered Office: 22 Drumsheugh Gardens, Edinburgh EH3 7RN.*

*It is recognised as a charity by the Office of the Scottish Charity Regulator, no. SC022315.*