



Wheatley Group is committed to Equality and Diversity



## Care Subsidiary Application Form

**No job applicant or employee is treated more or less favourably on the grounds of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation or HIV status.**

<b>NOTE:</b>	Please use <b>black ink</b> and <b>BLOCK LETTERS</b> or typescript. Each section of the form to be answered in full - <b>reference to attached CV or other enclosures will not be sufficient.</b>
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A VACANCY DETAILS	
Reference Number:	Advertisement Source:
Post Title:	
Location /Department:	

B PERSONAL DETAILS					
Surname:	Initial(s)	National Insurance No:			
Address and Postcode:		Telephone (Home):			
		E Mail Address:			
		Telephone (Business):			
		E Mail Address:			
		Do you hold a full current driving licence:	YES	NO	
		Are you a car owner:	YES	NO	
		Do you have any Endorsements:	YES	NO	
		If yes, please give details:			
Have you previously been employed by any of the Wheatley Group subsidiaries:		YES	NO		
Are you related to a member of staff / committee member of any of the Wheatley Group subsidiaries:		YES	NO		
Are you a relative or acquaintance of a Loretto/Barony customer or tenant:		YES	NO		
Are you legally permitted to work in the UK:		YES	NO		
Are you a member of Disclosure Scotland's Protecting Vulnerable Groups Scheme:		YES	NO		
Have you previously registered with the Scottish Social Services Council (SSSC):		YES	NO		
If yes please confirm your registration number:					
Can you confirm how long you left to complete your care qualification:					
Are there any other condition to registration, if so please state:					

C AVAILABILITY FOR INTERVIEW	
Please state any dates that you would be <b>unable</b> to attend the interview and selection process in Glasgow in the next 2 months.	

D SCHOOL EDUCATION					
List all certificates at their highest level only. Continue on a separate sheet if necessary.					
	Subject	Level / Result		Subject	Level / Result
1			6		
2			7		
3			8		
4			9		
5			10		

E FURTHER, VOCATIONAL AND HIGHER EDUCATION						
List all Colleges, Polytechnics or Universities attended (give details of examinations taken and results awarded or awaiting). Non-UK educated applicants please specify country where study took place. Include any qualifications you are currently studying.						
College/University	Dates		Study Method		Qualifications Obtained, Grade(s) and Major Subjects Studied	Date Awarded/Awaiting
	From	To	F/T	P/T		

F MEMBERSHIP OF PROFESSIONAL INSTITUTES <small>(including details of any clinical/SSSC/Professional registrations currently held)</small>		
Name of Institute	Current Status (include registration No)	Date Awarded

G PRESENT EMPLOYMENT						
Do we have your permission to contact your current employer prior to interview?			YES		NO	
Name and Address of Employer:		Date Employment Commenced:				
		Present Salary and Benefits:				
Position Held:		Notice Required:				
Duties and Responsibilities:						

**H PREVIOUS EMPLOYMENT** (list in order, with most recent employer first)

Continue on separate sheet if necessary

Dates		Name and Address of Employer	Position Held and Nature of Duties	Reason for Leaving
From	To			

**I EXPERIENCE, SKILLS AND TRAINING**

Please describe your interest in this role and the experience and skills that you are able to bring to it.  
(Continue on the next sheet if necessary)

<b>J REFEREES</b>			
Name, Address and Occupation of two referees. They should know you in a work capacity, if previously employed. <i>One of these referees should be your current or most recent employer.</i> *Please tick the box if you have any objections to a referee being contacted prior to interview.			
<b>1. Name and Address of Referee:</b>		<b>2. Name and Address of Referee:</b>	
Email:		Email:	
Occupation: *		Occupation: *	

<b>K DISABILITY</b>						
Wheatley Group participates in the Double Tick – Positive About Disabled People scheme. If you consider yourself to be a disabled applicant and can demonstrate on your application form that you meet the Criteria as contained in the Person Specification you will be invited to the interview stage of the recruitment process.						
I consider myself to have a disability as defined above and want to apply for a guaranteed interview.			YES		NO	
Do you need any reasonable adjustments or arrangements to be made at interviews? (e.g. interpreter for the deaf, wheelchair access)			YES		NO	
If yes, please specify:						

<b>L CANVASSING</b>			
Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable for dismissal.			

<b>M ENTITLEMENT TO WORK IN THE UK</b>			
If you are successful in obtaining employment with the Wheatley Group you will be required to provide appropriate documentary evidence of your eligibility to work in the UK.			

<b>N HEALTH DECLARATION</b>			
Any offer of employment will be made conditional on completion of a medical questionnaire and on a satisfactory report being received from the Occupational Health Service in relation to the medical questionnaire.			

<b>O REHABILITATION OF OFFENDERS ACT 1974</b>			
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.			

<b>P DECLARATION (Read carefully)</b>			
The information you provide in this form will be used for the purposes outlined in the attached privacy notice including assessing your suitability for appointment; this may include contacting referees, previous employers, or educational establishments, to confirm the accuracy of the information provided. If your application is unsuccessful we will dispose this information in line with the Wheatley Group’s retention schedules which comply with the General Data Protection Regulations and the Data Protection Act 2018. We will use the information you provide to fulfil our legal requirement to monitor equal opportunities, as fully outlined in the attached privacy notice. This information will be used for statistical purposes only. By typing and signing my name below, I certify that all the information contained in this form is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice.			
Signature:		Date:	
<b>IMPORTANT NOTE</b>			
<b>If returning the application form by e-mail, please note that there is no need to also post a hard copy. If shortlisted you will be asked to sign your application form at a later stage.</b>			