Ref Number (for official use only)	



SCOTTISH REFUGEE COUNCIL

APPLICATION FORM

Please complete this application form in typescript or black ink. Please **do not** submit your application form in PDF file type.

NOTE: If you wish to apply for more than one post, please submit separate application forms and state the reference number and position for which you are applying.

Position applying for:		
Reference Number:		
Full name:		
Home Address:		
Telephone Nos.	Mobile:	Home:
Email Address:		
Under the terms of the work in the UK?	e 1996 Asylum and Immigration Yes No (please tick one	
Where did you see/hear of this vacancy?		
	v staff members, Director or othe ☐ No (please tick one box)	r officials of the Scottish Refugee
If yes, please give details.		

Ref Number (for official use only)	

1. SECONDARY EDUCATION							
Name & Address of School Attended	Certificates Gained	Subjects Studied	Results/Grad e (e.g. ABC or 123)	Month/ Year	Tick if Awaiting Results?		

2. FURTHER, VOCATIONAL AND HIGHER EDUCATION						
List all Colleges, Polytechnics or Universities attended (give details of examinations taken and results awarded or awaiting)						
College/University	Date		Qualifications Obtained, Grade(s) and Major Subjects Studied	Date Awarded/ Awaited		
	From	То				

3. Professional and Other Training		
Details	Date Awarded	

Ref Number (for official use only)	
---------------------------------------	--

4. PRE	SENT /	MOST RECE	ENT EMPLO	YER			
Please t	tick the	box if you ha	ve any objec	ctions	s to your current emplo	oyer being contacted pr	ior to interview
Name a	nd Add	ress of Emplo	yer:			Employed - From:	То:
						Present Salary:	
						Notice Required:	
Position	Held:					Reason for Leaving/Ir	ntending to Leave:
Respons	sibilities	s and Current	Duties:				
5. PRE	VIOUS	EMPLOYME	NT				
experier	nce pla					ecent employment, you employment. Continue	u can include any work on a separate sheet if
necessa		Name & Employer	Address	of	Position Held and Na	ature of Duties	Reason for Leaving
From	То	,					

Ref Number (for official use only)

6. Experience, Skills and Training	
6. EXPERIENCE, SKILLS AND TRAINING Please relate your experience, skills and training to the job description and person specification separate sheet if necessary.	Continue on a
separate sheet if necessary.	

Ref Number			
(for official use only)			
		J	
7. COMMENTARY			
Please use this section to ex	xplain why you are app	plying for this post.	
8. Other relevant inf	ORMATION TO SUPP	ORT YOUR APPLICATION	
8. OTHER RELEVANT INFO	ORMATION TO SUPPORT OF THE PROPERTY OF THE PRO	ORT YOUR APPLICATION nbership of organisations, etc.	
8. OTHER RELEVANT INFO	ORMATION TO SUPPORT of voluntary work, mem	ORT YOUR APPLICATION nbership of organisations, etc.	
8. OTHER RELEVANT INFO	ORMATION TO SUPPORT of voluntary work, mem	ORT YOUR APPLICATION nbership of organisations, etc.	
8. OTHER RELEVANT INF Please include any details o	ORMATION TO SUPPORT	ORT YOUR APPLICATION hbership of organisations, etc.	
8. OTHER RELEVANT INF Please include any details o	ORMATION TO SUPPORT of voluntary work, mem	ORT YOUR APPLICATION hbership of organisations, etc.	
8. OTHER RELEVANT INF ePlease include any details o	ORMATION TO SUPPort of voluntary work, mem	ORT YOUR APPLICATION hbership of organisations, etc.	
8. OTHER RELEVANT INF Please include any details o	ORMATION TO SUPPORT OF VOIUNTARY WORK, MEM	ORT YOUR APPLICATION hbership of organisations, etc.	
8. OTHER RELEVANT INF Please include any details o	ORMATION TO SUPPort of voluntary work, mem	ORT YOUR APPLICATION abership of organisations, etc.	
8. OTHER RELEVANT INFO	ORMATION TO SUPPORT OF VOLUNTARY WORK, MEM	ORT YOUR APPLICATION abership of organisations, etc.	
8. OTHER RELEVANT INFO	ORMATION TO SUPP of voluntary work, mem	ORT YOUR APPLICATION abership of organisations, etc.	
8. OTHER RELEVANT INFO	ORMATION TO SUPP of voluntary work, mem	ORT YOUR APPLICATION abership of organisations, etc.	
8. OTHER RELEVANT INF	ORMATION TO SUPPort of voluntary work, mem	ORT YOUR APPLICATION abership of organisations, etc.	
8. OTHER RELEVANT INF	ORMATION TO SUPPort of voluntary work, mem	ORT YOUR APPLICATION abership of organisations, etc.	
8. OTHER RELEVANT INF	ORMATION TO SUPPort of voluntary work, mem	ORT YOUR APPLICATION abership of organisations, etc.	
8. OTHER RELEVANT INF	ORMATION TO SUPPort of voluntary work, mem	ORT YOUR APPLICATION hbership of organisations, etc.	
8. OTHER RELEVANT INF	ORMATION TO SUPPort of voluntary work, mem	ORT YOUR APPLICATION abership of organisations, etc.	
8. OTHER RELEVANT INFO	ORMATION TO SUPPort of voluntary work, mem	ORT YOUR APPLICATION abership of organisations, etc.	
8. OTHER RELEVANT INFO	ORMATION TO SUPP of voluntary work, mem	ORT YOUR APPLICATION abership of organisations, etc.	

9. REFEREES								
Please give names, addresses and telephone numbers of two persons who can confirm your suitability for this position and should, preferably, know you in a work capacity. One must be your present or most recent employer (paid or voluntary work). Relatives or partners are <u>not</u> acceptable as work referees. All appointments are subject to the receipt of references satisfactory to the Scottish Refugee Council.								
1.	Name:	2.	Name					
	Position:		Position					
	Organisation:		Organisation:					
	Address:		Address:					
	Email: Phone No:		Email: Phone No:					
	Please tick the box if you have any objection to a referee being contacted prior to interview		Please tick the box if you have any objection to a referee being contacted prior to interview					
	•	•						

(Reference will only be taken up for short-listed applicants)

Ref Number (for official use only)

(ici cinicial acc ciny)	Ref Number (for official use only)	
-------------------------	---------------------------------------	--

Criminal History

This position requires a Disclosure Scotland check. It is not "exempted" and therefore you are not required to disclose any convictions which are deemed to be spent.

10. REHABILITATION OF OFFENDERS ACT 1974 (EXCLUSIONS AND EXCEPTIONS) (SCOTLAND) ORDER		
2003 (AS AMENDED)		
Under the provisions of the Rehabilitation of Offenders spent or unspent, to the notice of those responsible for	s Act 1974, do you wish to bring any conviction, whether short listing and/or interviewing? YES \(\square \) NO \(\square \)	
Please note you may be required either to undergo a the above declaration.	Police check or be asked to provide evidence to support	
the above addition.		
11. REHABILITATION OF OFFENDERS ACT 1974 (EXCLUSIONS AND EXCEPTIONS) (SCOTLAND) ORDER		
2003 (AS AMENDED)		
	rm is true and correct to the best of my knowledge. Any	
false statement may be sufficient cause for rejection or, if employed, may result in the termination of employment. I understand that the information I have given may be stored in manual and electronic files and is		
subject to the provisions of the Data Protection Act 1998. I agree to information provided on this form being		
used by the Scottish Refugee Council in accordance w	ith the Act.	
Signature:	Date:	

Please refer to <u>www.disclosurescotland.co.uk</u> for the Code of Practice. Applicants are asked to note the organisation has a policy on ex-offenders and on usage and retention of disclosure forms.