

Helping to make the pieces fit.....

RENFREWSHIRE ASSOCIATION FOR MENTAL HEALTH

Application Form



Please read carefully all instructions and job details prior to completing this form. Please write clearly in **black ink** as it will be necessary to photocopy your application. Continuation pages may be used for any section and **must** include your name, position applied for and be numbered. Please ensure they are appropriately attached.

PERSONAL DETAILS

Position applied for	Ref:	Closing Date
Service/Project		
Surname (Block capitals)	Initials	
Other Surnames you have used		
Address (Block capitals)		
Home telephone number	Work telephone number (if it may be used)	
Mobile number	e-mail address:	

REFEREES

Renfrewshire Association for Mental Health will approach the referees of shortlisted candidates only. Please give details of three people who may be approached for a reference who can comment of your suitability for this position. One referee must be your present or most recent employer.

1. Present Most recent employer	2. Previous employer	3. Third referee
Name		
Job title		
Address		
Telephone No.		
In what capacity does this person know you?		

If you **do not** wish us to approach any of the above referees prior to interview please tick appropriate boxes.

1st Referee

2nd Referee

3rd Referee

Renfrewshire Association for Mental Health reserves the right to contact any of your previous employers.

If you have a disability, please indicate any special arrangements you require if invited for an interview _____



EDUCATION, QUALIFICATIONS AND TRAINING

Where applicable please include details of examinations which have been or are about to be taken, but results of which are not yet available. Applicants with degree level need not detail qualifications obtained at school.

Secondary, Further and Higher Education:

Subjects	Qualification gained eg GCSE's Higher	Grade	Date

Professional qualifications: (Proof of professional status will be required before an appointment is made)

Name of professional body and qualification awarded, graduate details	Grade Registration or pin number	Was membership gained by examination? Where was it gained?	Date Course Completed

Training courses attended: (Relevant to the person specification)

Continue on a separate sheet if necessary.

USE OF VEHICLES

Some posts carry a mileage allowance or involve driving Renfrewshire Association for Mental Health vehicles (Such as mini-buses). It would therefore assist us if you complete this section.

Do you hold a current driving licence (excluding a provisional licence)? Yes No

Is it clean? Yes No

If NO, why NOT? _____

Do you have a disability? Yes No

Do you have access to a car for daily work purposes? Yes No

DETAILS OF LAST OR CURRENT EMPLOYER

Name and address of employer	From Month/Year	To Month/Year	Reason for leaving	Notice required	Salary

Job Title: _____

Duties:

Briefly highlight the main duties, responsibilities, skills or experience gained in most recent employment, relevant to the post for which you are applying. If you are a school leaver please include details of vacation employment.

ABSENCE

How many days absence through sickness have you incurred over the last 2 years? _____

The reasons for this absence: _____

DETAILS OF PREVIOUS EMPLOYMENT (including voluntary or home-based)

Please provide details of all past employment history and voluntary work to date, starting with your most recent first, **you must** account for any periods of time not spent in further education or employment.

Name and address of employer	Position and grade held	From Month/Year	To Month/Year	Reason for leaving

YOUR ABILITY TO MEET ESSENTIAL CRITERIA FOR POST

Professional Statement

The job description details the key areas of responsibility and tasks. The person specification details key areas of knowledge, experience and skills, some of which are essential. Please demonstrate in this section how you meet the person specification requirements. Shortlisting will depend on how well you demonstrate your ability to meet these criteria.

Continue on separate sheet if necessary

Do you know anyone working for RAMH?

Yes

No

Name(s) _____

Relationship _____

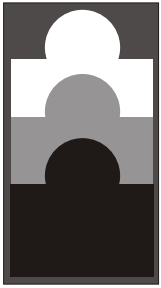
DECLARATION

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice.

If invited for interview you will be asked to complete a Health Declaration Form and Criminal Convictions Declaration Form. I understand information may be shared with the Local Authority Funding Bodies.

Signature _____

Date _____



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EQUAL OPPORTUNITIES MONITORING FORM

You are not required to complete this form, however we hope you will assist us by filling it in. This information is being gathered to monitor the operation of Renfrewshire Association for Mental Health's Equal Opportunities and Recruitment Policies and the effectiveness of advertising and media used, and for no other reason. The data will be treated with the utmost confidentiality and will be removed from the Application Form when we receive it.

Position applied for: _____ Service/Project: _____

Date of Application: _____

Are You:

Male Female

Married Single

Age: 16-24 25-44 45-60 61+

Are you disabled? Yes No

Do you have any caring responsibilities?

Yes - Childcare (children under 14) Yes - Other No

ETHNIC ORIGIN

How would you describe your ethnic origin? Ethnic origin refers to members of an ethnic group who share the same cultural background and identity. Please note the categories listed below are approved by the Commission of Racial Equality.

White Black Asian

Mixed Other

It would help improve our knowledge of the diversity of our recruitment processes if you could also indicate your specific nationality - e.g. White African, Scottish Asian.

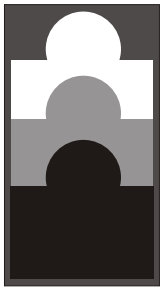
RELIGION

Christian Muslim Buddhist

Sikh Jewish Hindu

None Other Please specify _____

How did you hear about this vacancy? (If appropriate, please specify name and publication)



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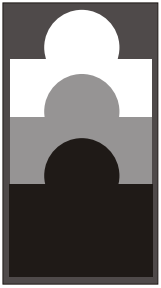
EQUAL OPPORTUNITIES POLICY

Renfrewshire Association for Mental Health is an equal opportunities employer. The aim of the policy is to ensure that no job applicant or employee receives less than favourable treatment than any other on any grounds including race, colour, nationality, ethnic, natural origins, religion, sex, sexuality, marital status, disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

This policy will apply to recruitment, selection, promotion, transfer, training, benefits, facilities, procedures and terms and conditions of employment of all staff including, full time, part time, sessional and volunteers. The Association will pursue practices designed to promote equality and eliminate discrimination and will review their effectiveness annually.

If any employee considers that he or she is suffering from or has suffered unequal treatment on the grounds stated above, he or she can make a complaint that will be dealt in accordance with the agreed grievance procedures.

This policy is in accordance with the various codes of practice and relevant legislation such as Equal Pay Act 1970 as amended, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995.



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Personal Statement

Position applied for: _____

In Renfrewshire Association for Mental Health we try to involve the people who live and work and are involved in our services in the process of staff selection, where possible.

It would be useful if you would use this sheet to provide an informal statement about your hobbies, interests and reasons why you are interested in working in this field, which you would be willing to share with other staff, users and carers.

Name: _____



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POLICY ON THE RECRUITMENT OF EX-OFFENDERS

Renfrewshire Association for Mental Health undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will only request a Standard or Enhanced disclosure where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview, that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:

- Whether the conviction is relevant to the position being offered.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our staff involved in the recruitment process are aware of this policy and have received relevant training and support.

We undertake to make a copy of this policy and the Code of Practice, available to any applicant for a post with Renfrewshire Association for Mental Health that requires a disclosure.



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REHABILITATION OF OFFENDERS ACT 1994 (EXCEPTIONS ORDER 1975)

The post for which you are applying is exempt from the provisions of the Rehabilitation of Offenders Act 1974. It is a condition of employment that all (pending) convictions (Spent and unspent) and cautions are disclosed. Applicants with any convictions, cautions or pending court cases should provide details below, continuing on a separate sheet if necessary. Those who have no (pending) convictions should state here **"I have no convictions/cautions or pending court cases"**. Any information given will be considered only in relation to an application for positions to which the order applies. Failure to disclose such information could result in subsequent dismissal or disciplinary action by Renfrewshire Association for Mental Health.

Name: _____

Statement: (Please include reasons for any convictions/cautions and any lessons learned in this statement).

DISCLOSURE (POLICE) CHECK

Renfrewshire Association for Mental Health comply fully with the Code of Practice, in connection with the use of information by Disclosure Scotland under Part V of the Police Act 1997 for the purposes of assessing applicants' suitability for positions of trust. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of Disclosure on the basis of conviction or other information revealed. (For further information please refer to the copy of the RAMH Policy on Recruitment of ex-offenders included in your pack).

DECLARATION

I declare that the information contained in this form is true and accurate. I understand that if it is subsequently discovered that any statement is false or misleading, my employment may be terminated without notice. I understand information may be shared with the Local Authority Funding Bodies. Do you agree to this.

Yes No

Signature _____ Date _____

Please note: This declaration should now be placed in a sealed envelope. Write your name and the position you are applying for on the front of the envelope and return this along with your completed application form. This sealed envelope will not be opened until after your interview.