

Work Permit		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need a work permit to take up this post?			
Working in the UK		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you eligible to work in the UK?			
Declaration			
<p>If any item of information given on this form is subsequently found to be false, I understand this could result in the termination, summary dismissal or variation of any offer of employment. I agree that, if an offer of employment is made, the company may approach my current/past employers for references. I understand that completion of this form does not imply intent or obligation on the part of this organisation to provide employment.</p> <ul style="list-style-type: none"> • I have completed all pages of this application form and the details I have supplied are, to the best of my knowledge, true and complete; • I understand that if appointed to this post the information on this form will be kept as part of my personal file record; • I understand that details of educational qualifications, membership of professional bodies and referee reports may be verified through the establishments and individuals I have indicated; <p>I consent to my details being kept confidentially and used for specific and lawful purposes as specified in the General Data Protection Regulation;</p>			
Signed:		Date:	
Convictions			
<p>Mikeysline is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:</p> <ul style="list-style-type: none"> • For posts in regulated work – Protection of Vulnerable Groups Scheme membership • For all other posts which are subject to a criminal conviction record check – A Police Act check <p>In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. [<i>Some offences must always be disclosed, some offences do not need to be disclosed and some offences must be disclosed in specified circumstances.</i>] The rules are complicated, so it is important you read the guidance as part of making your application. They can be found here: https://mygov.scot/convictions-higher-disclosures/</p> <p>You should disclose any offences that you are required by law to disclose below along with any other information you feel we should know. Please note that a previous offence or conviction does not in itself exclude you from the possibility of working with us.</p>			

Please list any relevant information in the section below and sign and date.

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Signed:

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Date:

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Membership of Professional or Regulatory Bodies			
Name of Organisation	Registration Number	Renewal Date	
Are you an existing member of the PVG scheme?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Driving License Do you hold a full driving license?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Education and Qualifications Achieved (Copies of all qualifications claimed must be submitted with applications)			
Institution (name and address)	Level/Subject (E.g. Highers /SVQ/Degree etc.)	Results	Date

Qualifications Currently Working Towards			
Subject	Level (E.g. Highers /SVQ/Degree etc.)	Result Anticipated	Date Anticipated

Employment

Current/Latest Post

Job Title _____

Employer _____

Dates of Employment From _____ To _____

Salary _____

Notice Period _____

Reason for Leaving _____

Employment History

Start with your most recent employment first and work down the page. You can also attach your CV, but should complete this section.

Job Title	Employer	Date From	Date To

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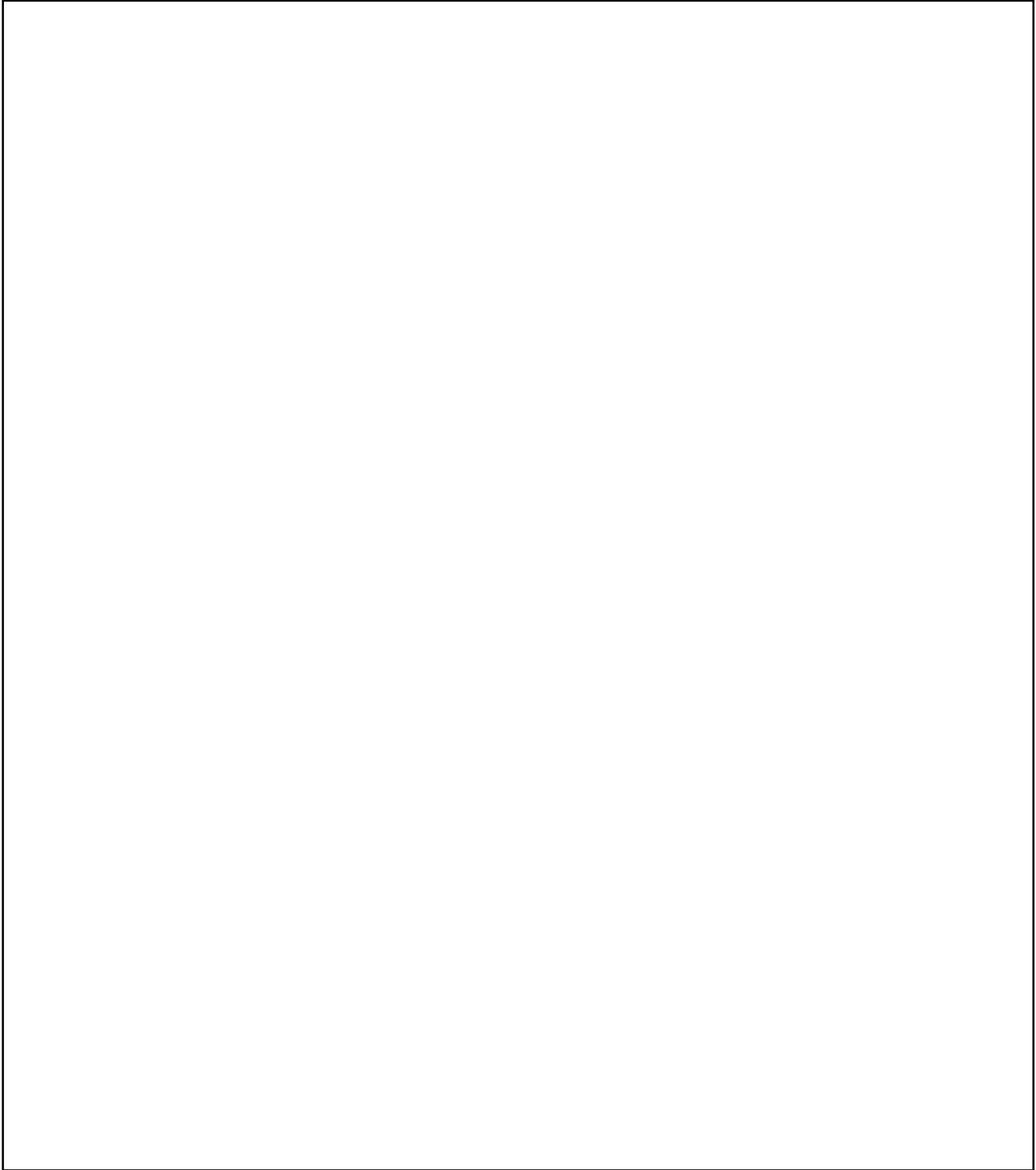
Statement in Support of Application

(Please tell us your personal qualities, skills, attributes, experience and any achievements, and show how they match those needed for this job)

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Mikeysline
IT'S OK NOT TO BE OK



Referees	
<p>Your referees will include your present (or most recent) employer. Please identify below the person in your organisation who is authorised to confirm your employment and the details given in your application. Please identify a second referee who may have closer knowledge of your skills, knowledge and abilities and who may offer opinion on your suitability for this post. You should not use family members or friends. Our pre-employment screening also includes, where appropriate, health and fitness for work, criminal records, qualifications and professional registration.</p> <p>Note that references will only be taken up for preferred candidates following interview.</p>	
Name:	Name:
Title:	Title:
Address:	Address:
Telephone:	Telephone:
Email:	Email:
Are there any particular requirements that you may have should you be invited to interview?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, please state here	
<p>How did you become aware of this vacancy?</p>	

This form will be detached from your application and will be used solely for monitoring purposes.

Mikeysline recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

EQUALITY AND DIVERSITY

Gender Man Woman Non-binary Prefer not to say

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-39 30-34 35-39 40-44 45-49 50-54
50-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish

British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese

Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write

in: **Other ethnic group**

Arab Prefer not to say

Any other ethnic group, please write in:

Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay woman/lesbian Gay man Bisexual
Prefer not to say

What is your religious belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say

If no other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say

Thank you for taking the time to complete this questionnaire.

All applications for all services must be sent to:
Mikeysline, The Hive, 19 Academy Street, Inverness, IV1 1JN

Applications may be emailed to enquiries@mikeysline.co.uk