**A logo with text and a person in a circle

Description automatically generated**

**MySelf-Management**

**Employment Application Form**

**Applicant Contact Information**

First Name Click or tap here to enter text.

Last Name Click or tap here to enter text.

Email Address Click or tap here to enter text.

Phone Number Click or tap here to enter text.

Address, including post code Click or tap here to enter text.

**What post are you applying for?** Click or tap here to enter text.

**Where did you see this advertised?** Click or tap here to enter text.

**Do you hold a current and valid UK driving License?**

Yes

No

**Do you have the right to take up employment here in the UK?**

Yes

No

**If you are disabled, please give details of any special arrangements or adjustments you would require to attend interview and to otherwise participate in the recruitment and selection process (this enables us to comply with our obligations under the Equality Act 2010).**

Click or tap here to enter text.

**Rehabilitation of Offenders Act 1974**

In order to protect the public, the post you have applied for is exempt from certain provisions of the Rehabilitation of Offenders Act 1974. So that we can perform or exercise our obligations or rights under employment law, you are therefore required to disclose all and any cautions or convictions, whether spent or unspent, unless it is either a “protected caution” or a “protected conviction” under the terms of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. All information provided about criminal cautions, convictions and offences will be kept in the strictest confidence and only used for the purpose of assessing your suitability for the post you have applied for.

Do you have any unspent conditional cautions or unspent convictions under the Rehabilitation of Offenders Act 1974? If you have no such cautions or convictions, please specify “No”. If you do have any such cautions or convictions, please provide details.

Click or tap here to enter text.

Do you have any spent adult cautions (simple or conditional) or spent convictions that are not protected cautions or convictions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975? If you have no such cautions or convictions, please specify “No”. If you do have any such cautions or convictions, please provide details.

Click or tap here to enter text.

Please note that protected cautions and convictions do not need to be disclosed. Guidance about whether a conviction or caution should be disclosed can be found on GOV.UK – search “telling people about your criminal record”.]

Click or tap here to enter text.

**References** (please note that one of your references must be from your more recent employer or an equivalent)

Referee Name: Click or tap here to enter text.

How do you know the Referee? Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

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Referee Name: Click or tap here to enter text.

How do you know the Referee? Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

How long a notice do you require to give your current employer?

Click or tap here to enter text.

**Previous Relevant Employment** (Please continue at the back of the document if necessary)

Job Title Click or tap here to enter text.

Dates of Employment Start Click or tap here to enter text. End Click or tap here to enter text.

Organisation Click or tap here to enter text.

Reason for leaving Click or tap here to enter text.

Main responsibilities Click or tap here to enter text.

Job Title Click or tap here to enter text.

Dates of Employment Start Click or tap here to enter text. End Click or tap here to enter text.

Organisation Click or tap here to enter text.

Reason for leaving Click or tap here to enter text.

Main responsibilities Click or tap here to enter text.

Job Title Click or tap here to enter text.

Dates of Employment Start Click or tap here to enter text. End Click or tap here to enter text.

Organisation Click or tap here to enter text.

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Main responsibilities Click or tap here to enter text.

Job Title Click or tap here to enter text.

Dates of Employment Start Click or tap here to enter text. End Click or tap here to enter text.

Organisation Click or tap here to enter text.

Reason for leaving Click or tap here to enter text.

Main responsibilities Click or tap here to enter text.

**Relevant Voluntary Experience**

Role Title Click or tap here to enter text.

Dates of Volunteering Start Click or tap here to enter text. End Click or tap here to enter text.

Organisation Click or tap here to enter text.

Reason for leaving Click or tap here to enter text.

Main responsibilities Click or tap here to enter text.

Role Title Click or tap here to enter text.

Dates of Volunteering Start Click or tap here to enter text. End Click or tap here to enter text.

Organisation Click or tap here to enter text.

Reason for leaving Click or tap here to enter text.

Main responsibilities Click or tap here to enter text.

Role Title Click or tap here to enter text.

Dates of Volunteering Start Click or tap here to enter text. End Click or tap here to enter text.

Organisation Click or tap here to enter text.

Reason for leaving Click or tap here to enter text.

Main responsibilities Click or tap here to enter text.

Role Title Click or tap here to enter text.

Dates of Volunteering Start Click or tap here to enter text. End Click or tap here to enter text.

Organisation Click or tap here to enter text.

Reason for leaving Click or tap here to enter text.

Main responsibilities Click or tap here to enter text.

**Qualifications and Education**

Qualification Click or tap here to enter text.

Awarding Institution/Establishment Click or tap here to enter text.

Date Gained Click or tap here to enter text.

Qualification Click or tap here to enter text.

Awarding Institution/Establishment Click or tap here to enter text.

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Awarding Institution/Establishment Click or tap here to enter text.

Date Gained Click or tap here to enter text.

**Please complete these three questions:**

Describe a time when you have worked as part of a group or a team and what role you had in that team. (you can use any experience, whether in paid work or voluntary roles or more generally) Max 250 words

Click or tap here to enter text.

Describe how you would approach managing you day at work when you have several tasks to complete and steady interruption from emails or phone calls which need to be handled: Max 150 words

Click or tap here to enter text.

Provide an example of a time when you have had to work directly with a customer/member of the public who was upset what you did and how you feel that experience contributes to your ability to do this role: Max 250 words

Click or tap here to enter text.

**Supporting Statement**

Please provide a statement in support of your application generally and with specific reference to the Job Description for the role. Your general statement should not be more than 500 words.

Click or tap here to enter text.

**Do you know or are you related to anyone currently employed by MySelf-Management?**

Yes

No

If the answer is YES please provide the name of the employee(s) and the capacity in which you know them.

Click or tap here to enter text.

I declare that the information I have given on this form is, to the best of my knowledge, true and complete. I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. I hereby give my consent to MySelf-Management processing the data supplied on this application form for the purpose of recruitment and selection. I accept that if my application is successful, this application form will form part of my personnel file and, in that case, I consent to the data on it being processed for all purposes in connection with my employment.

Sign Click or tap here to enter text.

Date Click or tap to enter a date.

Please return this form to [info@myself-management.org](mailto:info@myself-management.org)

Or post this to MySelf-Management, C/o Thorfin house, Bridgend Business Park, Dingwall, IV15 9SL

If you have any questions place call 07462 171369

**Please note that MySelf-Management do use external partners on occasion for the recruitment and selection process. This means that we may potentially share your application information with someone who is included on our interview panel but who doesn’t work for us. Those individuals will have to sign a data protection sharing agreement.**

**If you want to know more about who will be on your interview panel, please phone 07462 171369** **before you submit your application form. Unless told otherwise your submitted form will be taken as agreement to share your details with the interview panel, including those members not employed or acting as Trustees for MySelf-Management.**

**Additional Notes Page:** For use to record additional work or voluntary experience only.

Click or tap here to enter text.