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| Graphical user interface  Description automatically generated with low confidence | **APPLICATION FOR EMPLOYMENT – PART 1*** Please fill in this form by printing in black ink or typing
* Applicants may contact us for an application form in an alternative format
 |
| **POST APPLIED FOR:**  |

**SECTION A – PERSONAL DETAILS**

|  |  |
| --- | --- |
| First Name(s) | Surname  |
| Address  | Telephone  |
| Mobile  |
| E-Mail  |
| Postcode  | National Insurance Number  |

**SECTION B – SECURITY**

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| Have you previously been convicted of any offenses? Please select one: YES [ ]  NO [ ] If YES, there will be an opportunity to discuss this further during the interview. |

**SECTION C – REFERENCES**

Please give two people who can provide references (one of whom must be your present or most recent employer). If you do not wish us to contact your referees at this stage, please tick here

|  |  |
| --- | --- |
| **Current or most recent employer** | **Other referee** |
| Name  | Name  |
| Address  | Address  |
| Postcode  | Postcode  |
| Telephone  | Telephone  |
| Email  | Email  |
| In what capacity do they know you: | In what capacity do they know you: |

**SECTION E – EQUAL OPPORTUNITIES MONITORING**

STANDwants to meet the aims and commitments set out in its equality policy.

The organisation needs your help and co-operation to enable it to do this, but filling in this form is voluntary. The information provided will be kept confidential and will only be used for monitoring and reporting purposes.

If you have any questions, please contact STAND on development@standinfife.org

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| **GENDER** |
| Male [ ]  Female [ ]  Intersex [ ]  Non-binary [ ]  Prefer not to say [ ] If you prefer to use your own gender identity, please state:  |
| Is the gender you identify with the same as your gender registered at birth?Yes [ ]  No [ ]  Prefer not to say [ ]   |

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| **AGE** |
| 16-24 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  55-64 [ ]  65+ [ ]  Prefer not to say [ ]   |

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| **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. These categories are in line with those recommended by the Commission for Racial Equality for Scotland. Please tick the appropriate box |
| A) **WHITE**Scottish [ ]  Irish [ ]  Other British [ ] Any other white background, please state:  | D) **MIXED**Asian & White [ ]  Black African & White [ ]  Black Caribbean and White [ ]  Any other mixed background, please state: |
| B) **ASIAN, ASIAN SCOTTISH or ASIAN**  **BRITISH**Indian [ ]  Bangladeshi [ ]  Pakistani [ ]  Chinese [ ]  Any other Asian background, please state: | E) **OTHER**Any other ethnic background, please state:  |
| C) **BLACK, BLACK SCOTTISH or BLACK BRITISH**Caribbean [ ]  African [ ]  Any other Black background, please state:  | F) **NO ANSWER**I prefer not to answer this question [ ]  Not known [ ]   |

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| **Do you consider yourself to have a disability or health condition?**  |
| Yes [ ]  No [ ]  Prefer not to say [ ]   |

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| **What is your sexual orientation?** |
| Heterosexual [ ]  Homosexual [ ]  Bisexual [ ]  I prefer not to answer this question [ ]  Other, please state:  |

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| **What is your religion or belief?** |
| [ ]  Christian: Roman Catholic [ ]  Christian: Protestant [ ]  Jewish [ ]  Muslim[ ]  Hindu [ ]  Sikh[ ]  Buddhist [ ]  I prefer not to answer this question[ ]  None [ ]  Other (please state):  |

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| **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 [ ]  Other (please state): |

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| **OTHER**  |
| Where did you first see this post advertised? Are you eligible to work in the UK? YES [ ]  NO [ ] Are you related to an existing employee or service user within STAND? YES [ ]  NO [ ]  Other (please state):  |

**DATA PROTECTION**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. By signing the application form, we assume that you agree to the processing of any sensitive personal data in accordance with our registration with the Data Protection Information Commissioner.

**SIGNATURE**

I confirm that the above information is truthful to the best of my knowledge. I understand that providing false or misleading information will disqualify me from selection or, if appointed, may result in my dismissal.

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| --- |
| Signature Date  |

**Please send completed forms to:** **admin@standinfife.org**

**or STAND, PO Box 29488, Cupar, Fife, KY15 9BG**