

SKOOL IS OUT LTD

11 Barclay Terrace
EDINBURGH
EH10 4HP



Tel: (0131) 659 7771 Email: info@skoolisout.com

APPLICATION FOR EMPLOYMENT

Please complete ALL relevant sections for your application to be considered.

1. PERSONAL DETAILS

Full Name	
Address	
Post Code	

Contact Telephone No.	
Email address	
Mobile Telephone No.	

PVG Scheme Membership No.:		Date of Joining -
SSSC Membership No.		Date of Joining -
SSSC Registration Conditions:		

OFFICE USE ONLY: -	
Ref No:	
Date Sent	
Date Application Form Returned	
Monitoring Form	
Criminal Convictions Form	

2. Position applied for: -			
How did you hear about this post?	☐ Skool Is Out Website	☐ Job Centre	☐ Gumtree
☐ Edinburgh College	☐ Play Scotland	☐ Internal Advert	☐ Indeed.co.uk
☐ Student/Graduate Website	☐ Scottish Out of School Care Network (SOSCN)	☐ S1 Jobs	☐ Other Please State:

3. Present or most recent employer (if applicable):			
Employers Name			
Address			
Position Held			
Date Appointed		Notice Period	
Date Left		Salary Scale	£
Main Responsibilities and Duties			

Disciplinary Action

Please detail any relevant information below relating to dismissal, investigation, sanctions, referrals etc.:

4. PREVIOUS EMPLOYMENT (Include any voluntary work experience and any periods of unemployment/gaps in your employment history. Please continue overleaf if necessary.)

Previous Employers Name & Address	Job Title and Start and Finish Dates	Main Duties and Responsibilities including Reason for Leaving
1.		
2.		
3.		
4.		
5.		

If you have had more than 5 previous relevant jobs, please complete on a separate piece of paper.

5. Further/Higher Education and Academic Attainments

College/University	Qualification/Title	Main Subjects Studied	Course Finish date

Current Professional Membership

Class/Grade of Membership	Institution	How Awarded	Date Awarded

Any previous or outstanding Fitness to Practise outcomes or investigations (include details and date):

Other Relevant Training (e.g. Child Protection, First Aid , Food Hygiene, Moving & Handling etc.)

Course Name/Subject	Provider	Certificate Yes/No	Duration	Date

6. EQUALITY ACT 2010

As a Disability Confident Employer, and in accordance with the Equality Act (2010) and our own Equal Opportunities policy, Skool Is Out Ltd. welcomes applications from every individual, regardless of age, sex, race, disability, marital status, sexual orientation, religious background or gender. We will offer an interview to all applicants who meet the minimum essential criteria of the job.

The Equality Act 2010 makes it unlawful for any employer to discriminate against any protected characteristics in the field of employment.

If you have a disability or impairment which is covered by the Equality Act (2010) and you require Skool Is Out Ltd to make reasonable *adjustment for the interview stage*, please answer the following question. Otherwise you do not need to tell us of any disability or impairment you may have. This information will not count against you, but will help us consider ways in which we can reasonably accommodate your needs.

If you have a disability, are there any adjustments which require to be made at the interview stage, e.g. wheelchair access, sign language interpreter, additional support etc.?

7. REFERENCES

Please provide the names of two referees who will supply a written reference for you. One of these should be your current or most recent employer. If no employer reference is available we will accept a personal reference from another professional. (We prefer UK based referees only.)

NAME:	
ADDRESS:	
PHONE:	
EMAIL:	
JOB TITLE:	
IN WHAT CAPACITY DO YOU KNOW THIS PERSON?	
HOW LONG HAVE YOU KNOWN THIS PERSON?	

NAME:	
ADDRESS:	
PHONE:	
EMAIL:	
JOB TITLE:	
IN WHAT CAPACITY DO YOU KNOW THIS PERSON?	
HOW LONG HAVE YOU KNOWN THIS PERSON?	

8. FURTHER INFORMATION IN SUPPORT OF YOUR APPLICATION

(please use additional sheets if necessary)

Previous Experience working with young people.

What positive experiences do you have of working with young people, how will that help in this post?

Taking Responsibility.

Please describe a time where you were asked to take responsibility in the workplace. What happened? What did you learn?

Values.

What is important to you? How do your values help meet the standards expected of a childcare worker?

9. DECLARATION

I certify that the above is true and correct to the best of my knowledge, and that any irregularities or false information may result in my application being rejected or the termination of my employment if I am appointed to the post.

If you are emailing this form and you are shortlisted for interview, you will be required to sign a hard copy of this form before the interview takes place.

Signature:-

Date:-

DATA PROTECTION: Information collected, handled, processed and retained during the recruitment and selection process is subject to the Data Protection Act 2018. Information gathered during this process will be used only for the purposes of recruitment and selection and will not be passed on to other parties. Anonymous information may be held, once the selection process is complete, for statistical and historical reporting purposes. Information may also be held as part of an employment record for successful applicants.

CRIMINAL RECORD DECLARATION FORM

Full Name	
Address	

The Rehabilitation of Offenders Act 1974 allows some criminal convictions to become 'spent' or ignored after a fixed period.

For the purposes of applying for this role, you are required to declare convictions even if they are spent. It is important that you tell us about any police or court decisions, of any nature, taken against you in any country.

Please enter details about your criminal offences and alternatives to prosecution, either in the UK or abroad.

1. Have you even been convicted of a criminal offence?	☐ Yes ☐ No
2. Have you ever been charged by the police or Procurator Fiscal with an offence?	☐ Yes ☐ No
3. Is there a criminal court case pending against you?	☐ Yes ☐ No
4. Within or outside Scotland, have you ever received an alternative to prosecution such as those listed below?	☐ Yes ☐ No

- Fixed Penalty in relation to a road traffic matter (including endorsement of your driving licence)
- Procurator Fiscal warning
- Mediation and/or reparation
- Diversion
- Received a caution

- Been bound over
- Received a reprimand or final warning
- Compensation offer
- Conditional caution
- Had any other police or court decision taken against you including a police warning

5. Have you ever been, or are you currently subject to the orders stated below?

Disqualified from Working with Children List (DWCL)	☐ Yes ☐ No
Protection of Vulnerable Groups (Scotland) Act 2007 – Adult's List	☐ Yes ☐ No
Protection of Vulnerable Groups (Scotland) Act 2007 – Children's List	☐ Yes ☐ No
Protection of Vulnerable Adults (POVA) List	☐ Yes ☐ No
Protection of Children Act (POCA) list	☐ Yes ☐ No
Section 142 of the Education Act (2000) (formerly List 99)	☐ Yes ☐ No
Sexual Offenders Register	☐ Yes ☐ No
Risk of Sexual Harm Order (RSHO)	☐ Yes ☐ No
Anti-Social Behaviour Order (ASBO)	☐ Yes ☐ No
Has any child been removed, temporarily or permanently, from your care as a result of child protection proceedings?	☐ Yes ☐ No

If you have answered 'Yes' to any of the above questions please give a brief summary of the incident/s, including Offence Date, Police Station, Court or Other, Sanction applied and Offence Type:-

(If you require more space, please continue on the reverse of this sheet.)

DECLARATION: *I certify that the above information is true and correct to the best of my knowledge, and that any irregularities or false information may result in my application being rejected or the termination of my employment if I am appointed to the post.*

Signature:	Date:
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DATA PROTECTION: The information collected on this form will be held in the strictest confidence. It will be handled, processed and destroyed in accordance with the Data Protection Act 2018.