

JOB APPLICATION FORM

Please complete all the **blank / white** areas accurately, giving as many details as possible relating to the job you are applying for - shortlisting will be based on the information gathered on this application form in conjunction with the job description where you will be advised of the outcome of your application by email or phone.

Job Applied For	
Where you heard about the role?	<input type="checkbox"/> Facebook; <input type="checkbox"/> Friends & Family; <input type="checkbox"/> Website <input type="checkbox"/> Web Job Boards - which one: <input type="checkbox"/> Other - please specify:.....
Name of McSence Employee if employee recommendation	

1. YOUR PERSONAL DETAILS

First Name (s)	Surname	
Home address including postcode:		
Contact Telephone No.:		
Email address:		
Are you a UK citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold an EU Passport?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold a current full UK driving licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any current driving convictions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have your own transport?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2. YOUR PERFERRED DAYS & HOURS OF WORK....

Please give an indication of your preferred working days/hours – note: we cannot guarantee these

DAYS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Preferred start time							
Preferred finish time							

Minimum Hours Per week:		Maximum Hours Per Week	
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3. YOUR TRAINING & EDUCATION....

Please tell us about your training education and qualifications which are relevant to the post - do include relevant courses which you are currently undertaking and please start with the most recent.

College / School / University / Training Course	Subject Studied	Qualification / Level	Date Gained	
			Month	Year

4. YOUR EMPLOYMENT RECORD & REFERENCES...

YOUR EMPLOYMENT: Please start with your most recent employment and at the minimum, provide the last 5 years of employment.

YOUR REFERENCES: Please give full details contact details of your referees covering at least the last 5 years of employment - one **MUST** be your most recent employer. If you've applied for a role in our Care Division and have worked for in the Care Sector previously, one of the reference's must be from this employer.

4.1. Current or Most Recent Employer

Employer / Company Name:					
Business Address:					
Dates of Employment (month/year):	From:			To:	
Job Title:					
Reason for Leaving:					
4.1.1 Professional Reference Details for the Employer above					
Referee's Full Name:					
Position / Occupation:					
Business Email Address:					
Business Telephone:					
Can We Contact This Referee?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Signature					

4.2. Previous Employer

Employer / Company Name:					
Business Address:					
Dates of Employment (month/year):	From:			To:	
Job Title:					
Reason for Leaving:					
4.2.1 Professional Reference Details for the Employer above					
Referee's Full Name:					
Position / Occupation:					
Business Email Address:					
Business Telephone:					
Can We Contact This Referee?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		
Signature					

4.3. Previous Employer

Employer / Company Name:					
Address:					
Dates of Employment (month/year):	From:			To:	
Job Title:					
Reason for Leaving:					
4.3.1 Professional Reference Details for the Employer above					
Referee's Full Name:					
Position / Occupation:					
Business Email Address:					
Business Telephone:					
Can We Contact This Referee?	<input type="checkbox"/> Yes		<input type="checkbox"/> No		

Signature		
4.4 Personal Reference Details – References from friends and family are not acceptable		
Referee's Full Name:		
Relationship Type:		
Email Address:		
Contact Telephone Number:		
Can We Contact This Referee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature		

5. YOUR MEMBERSHIPS & REGISTRATION....

Please list any memberships and/or registrations you hold of professional bodies which are relevant to the advertised post applied for:

Membership or Professional body (SSSC, NMC, PVG etc. etc.)	Date of Issue		Scheme No; PIN No, Any other record number
	Month	Year	

6. YOUR SKILLS & EXPERIENCE...

In this section we invite you to provide us with specific evidence/information in support of your application. You can add extra pages if you wish. Please read the Job Description and/or Person Specification carefully. Now, think about the skills and experience you currently have. Think about when you have demonstrated these in the past. Use these examples and tell us about yourself; about when you have demonstrated these. We have given you some headings for guidance:

6.1 Tell Us About Your Values and about what is important to you in your life and work.

6.2 Tell us About Your Skills, Knowledge, Abilities and where and when you have applied these.

7. ADDITIONAL INFORMATION...

9.1. Please provide any additional information, details of any requirements and/or reasonable adjustments that are required for attending an interview:

8. DECLARATION & SIGNATURE...

By signing and returning this application form you consent to McSence Group using and retaining the information about you, provided by you and/or third parties such as referees, relating to your application and/or future employment. This information will be used solely in the recruitment process and will be stored in accordance with our data policy. You may request details of the personal data we hold on you at any time.

Information or details relating to ethnic monitoring and disability will be used solely for internal monitoring and will not be disclosed to any third party.

I believe that the facts stated in this form are true. I accept that any false information or deliberate omission may be considered as gross misconduct.

Signature:					
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PRINT NAME:		Date			
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All applications submitted by email are accepted on the basis that they are accurately completed by the candidate. We will request that the declaration above to be signed and dated at the interview.



McSence Group is committed to providing employment and Equal Opportunities and Disability Confident Committed Employer and welcome applications from Black and Minority Ethnic (BME) communities.

Please email or post your completed Job Application Form, Equal Opportunities and Rehabilitation of Offenders Forms to:

Email: recruitment@mcsence.co.uk

Post: **McSence Recruitment Team: 32 Sycamore Road, Mayfield, Dalkeith, Midlothian. EH22 5TA.**
Borders Recruitment Team: Suite 1a Ladhope Vale Business Centre, 54 Ladhope Vale, Galashiels, TD1 1BT

Phone: **0131 454 1500 (Mayfield Office)**

Phone: **01896 242170 (Galashiels Office)**

Thank you for completing the form.

All applicants must complete this form to be considered eligible for employment with McSence Group:

- Applications from ex-offenders are welcomed and will be considered on their merit.
- Convictions that are irrelevant to the job applied for will not be considered.
- You are required to disclose any convictions, which are not 'spent' by virtue of the Rehabilitation of Offenders Act 1974.

PRINT NAME:	
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Have you been convicted of a criminal offence, which is not spent, as defined in the above Act?

No **Yes, if yes, please provide details below of date(s), offence(s) and sentence(s):**

The Rehabilitation of Offenders Act does not apply to certain specified professions, nor does it apply to posts which involve contact with children, young people or vulnerable adults. In any of these cases you should state all past convictions, including any that are spent, giving details of date(s), offence(s) and sentence(s) passed:

Please confirm that you are not listed on either of the following (as appropriate):

- I confirm that I am not listed on the children's barred list.
- I confirm that I am not listed on the adults' barred list.
- I declare that I have no past convictions, cautions or bind-overs and no pending cases affecting why I might be considered unsuitable to work with children and/or vulnerable adults.

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are applying.

Signature:					
PRINT NAME:		Date			



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