**Staff Application  
Confidential**

Please complete all sections

|  |  |
| --- | --- |
| **Role applied for** |  |

**Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **First Name(s)** |  |
| **Address &**  **Postcode** |  | | |
| **Telephone**  **Number** |  | **Mobile**  **Number** |  |
| **Email Address** |  | | |

|  |  |
| --- | --- |
| **Do you have a**  **current driving**  **licence?** | Yes  No |
| If driving is an essential post requirement, does your licence have penalty point endorsements? |  | |

**Employment (present or most recent)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name &**  **Address of**  **Employer** |  | | |
| **Date Commenced**  **Employment** |  | **Present Salary** |  |
| **Position Held** |  | **Noticed Required** |  |
| **Current Duties** |  | | |

**Previous Work Experience**

Please summarise your past employment, beginning with the most recent. Please continue on a separate sheet if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name and address of**  **employer.** | **Job title and summary of main duties.** | **Reason for leaving** |
| **From** | **To** |
|  |  |  |  |  |

**Qualifications and Training**

Please give details of your education, qualifications and training. Documentary evidence may be asked for.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name of school/college/**  **university/place of**  **training** | **Qualification /**  **Course completed** | **Grade /**  **Result** |
| **From** | **To** |
|  |  |  |  |  |

**Personal Qualities and Skills**

Please use this section to indicate how far you meet each of the requirements of the job description and person specification. List experience, achievements, knowledge, personal qualities and skills that you feel are relevant. You may include paid work, work within the home and voluntary activities.

Please use additional sheets if required and attach securely

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**References**

Please give details of two people who have knowledge of you in a working environment, paid or unpaid. One referee must be your current/most recent employer. If the post you are applying for involves work with children/young people at least one of your referees must have experience of your work in this area. References will be picked up if your application is successful.

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1** | | | |
| **Referee Name** |  | **How long have you**  **known them** |  |
| **Address** |  | **Relationship to you** |  |
| **Email Address** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 2** | | | |
| **Referee Name** |  | **How long have you**  **known them** |  |
| **Address** |  | **Relationship to you** |  |
| **Email Address** |  | | |

**General Information**

**If you are invited to interview and have special requirements, please contact us beforehand to discuss**.

Please give details of any unspent convictions in accordance with the 1974 Rehabilitation of Offenders’ Act. A conviction will not necessarily exclude you from employment with The Spark, but will be taken into consideration when assessing your suitability for this particular position.

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**Declaration**

I agree that any offer of employment with The Spark is subject to satisfactory references.

I agree that The Spark may hold and use the information about me contained in this application, including any information which falls within the definition of “sensitive personal data” under the terms of the Data Protection Act 1998. Information may be used for the purposes of processing this application and for personnel reasons if an offer of employment is made. If on this occasion no offer is made, I agree that The Spark may keep a record of my application for 6 months.

I confirm that the information on this form and any attachments is correct and complete. I understand that giving false information/omitting to give information will make my application unacceptable and invalid. Additionally, if appointed, giving false information/omitting information may lead to dismissal.

I agree to PVG Disclosure if required for the role.

**Signature Date**

**Forms returned digitally must be signed by candidate on taking up a post at The Spark.**

**Return to:**

Email: jobs@thespark.org.uk

The Spark  
100 Wellington Street

Glasgow

G2 6DH

Tel: 0141 222 2166

**Appendix – Equal Opportunities Monitoring Form**

The Spark is working towards equality of opportunity in all aspects of its work. In employment, our policy is to provide employment regardless of race, colour, ethnic origin, disability, gender, marital status or sexuality.

To ensure our policy is carried out, we monitor those who apply to us for jobs so that no group of applicants is considered less favourably than others. To help us do this, we ask that you complete this form and return it with your application. You may choose to not answer any or all of the questions. The information is held separately and will not affect your application in any way.

**Please Tick Box**

Male Female

**Ethnic Origin**

White

Mixed or multiple ethnic groups

Asian, Asian Scottish or Asian British

European

Caribbean or Black

White Other

Other ethnic group

Do you have a disability? Yes No

If yes, please specify.

|  |
| --- |
|  |

Do you consider yourself to be dyslexic? Yes No

**Thank you for your assistance.**