Post Applied For:

PERSONAL INFORMATION

1. Personal Details

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| First Names | Surname |
| Address  Post Code | Telephone Numbers  Work  Home  Mobile  Email |

2. References

Please provide details of a minimum of two referees who can comment on your ability to meet the role applied for.

Name:

Address:

Email address:

Telephone number:

Relationship to you:

Name:

Address:

Email address:

Telephone number:

Relationship to you:

Please tick this box if you are unhappy for us to contact your referee at this stage

3. Suitability for the Post

Referring to the job description and person specification, please outline in up to 600 words how your experience, qualities and learning make you suitable for the post.

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Please give us a brief outline of what values you may live by and explain how they may impact on a person referred to our outreach service.

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Alternatives Listening Rooms are an organisation committed to a person-centred approach. We support people in their decision making around pregnancy choices and relationships and support those who have experienced abortions, pregnancy loss and baby loss without advising or judgment. How supportive do you feel about this approach?

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Conflict of Interest

Please detail any potential conflicts of interest that you may have as a team member for Alternatives Listening rooms.

A conflict of interest could be work within another Counselling centre, are involved in commissioning our services, etc. This may not restrict you from being part of our team, but complies with good practice for employees/volunteers.

Declaration of offences\* (see note below)

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| Have you ever been convicted of a criminal offence, or are you at present the subject of criminal charges?  YES / NO  Note: The disclosure of an offence may be no bar to your appointment You do not need to declare any minor motoring offences.  Have you ever been the subject of investigation or enquiry into abuse or inappropriate behaviour?  YES / NO  Nature of offence / investigation / enquiry:  Date of offence / investigation / enquiry:  \* Because of the nature of the work for which you are applying, this post is exempt from the provision of Section 4(ii) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Of-fenders Act 1974 (Exemptions) Order 1975.  You are not therefore entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act, and in the event of an appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people. |

Data Protection Statement

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| 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. If you succeed in your application the information will be used in the administration of your role with us.  We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.  Providing any misleading information or false information to support your application will disqualify you from appointment, or if appointed will render you liable to dismissal without notice.  Statement to be signed by the applicant:  I hereby declare that I have understood and complied with the requirements laid down in the previous paragraph and I agree that the information I have given may be used for registered purposes under the Data Protection Act 1984.  I also declare that I have the right to work legally in the UK and shall bring passport and/or necessary evidence should I be invited to interview.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM

Your completed application should be submitted via email by sending it to [info@alternativesdundee.co.uk](mailto:info@alternativesdundee.co.uk) or to Alternatives, 10 Constitution Road, Dundee, DD1 1LL. Feel free to call us on 01382 221112 for any further information or any assistance in completing the application form.

Please attach a copy of your CV

# Disclosure Certificate

In order to ensure there is no bias in our recruitment decisions, accessing the disclosure certificate will be the final part of our recruitment process and will only be requested when we have provisionally offered the role, subject to a satisfactory disclosure.

All candidates will be notified of the outcome of their application.

**Closing Date: Wednesday 4th June 2021**