**JOB APPLICATION FORM**

Suite 4 Melisa House, 3 Brand Place, Glasgow, G51 1DR

# Tel: 0141 552 4434 Email: [**HR@lifelink.org.uk**](mailto:HR@lifelink.org.uk)

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| **Guidance for applicants** |
| You must **complete the application form in full** and **include all information you want us to consider or be aware of when assessing the suitability of your application**. We do not consider information contained in CVs or cover letters as part of the shortlisting process and we will not contact you if the information we need is missing, illegible, unclear or not fully explained/referenced. Continuation pages are provided at the end of the form for any additional information you wish us to review.  Information you supply willbe treated in confidence and used only for the purpose intended.    No applicant will be unfairly discriminated against. We are particularly alert to eliminating discrimination on the grounds of age, cultural/religious/political belief, disability, ethnicity, gender, race, relationship status, sexual orientation. To assist us please help us with some monitoring information by clicking the link here: [**Equalities monitoring - Lifelink Recruitment**](https://forms.office.com/Pages/ResponsePage.aspx?id=UpttLn6oJ0Wo-2-TuRdqgHw3ZUUrxMpDkYFkOQ4AvYNURE44T1NMUkhENFI3SkZVWjVJSE9COUhSTy4u) or at the end of this form. This information is not made available to short listing panels. |

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| **PART A** |
| **Application for (insert job title:** |
| **Location (insert location if known):** |

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| **PERSONAL DETAILS** | |
| **Forename:** | **Surname:** |
| **Known as** *(if different)***:** | |
| **Address:** | |
| **Postcode:** | **Contact tel:** |
| **Email\*:** | |
| **\*Our normal contact method is by email** unless you state a different requirement here: | |

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| **Please tick or check the relevant box for all three questions below:** | **YES** | **NO** |
| Do you need a work permit to take up this post? |  |  |
| Are you eligible to work in the UK? |  |  |
| Do you have a valid UK driving licence and access to a vehicle? |  |  |

**PART B**

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| **Qualifications Achieved** (if necessary please provide information and references regarding equivalency on continuation sheets at pages 7 – 10) | | | | | |
| **Subject / Course** | **School / College / University / FE Institution name** | **Type of qualification (eg GCSE, Higher, PGDip, MSc etc)** | **Date achieved** | **Grade achieved** |
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| **Qualifications currently studying or working towards** | | | | | |
| **Subject / Course** | **Type of qualification (eg GCSE, Higher, PGDip, MSc etc)** | | **Date anticipated** | **Grade anticipated** |
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| **Membership of professional or regulatory bodies (e.g. BACP/BABCP)** | | | | | |
| **Organisation / Body name** | **Registration/member number** | | **Date achieved** | **Renewal date** |
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**PART C**

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| **Present (or most recent) employment:** | | | |
| **Job Title:** | | **Company:** | |
| **Dates of employment** | **From:** | | **To:** |
| **Reason for leaving (if applicable):** | | | |
| **Notice period:** | | **Current annual salary:** | |
| **Role purpose / Summary of responsibilities:** | | | |
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| **Employment history:** | | | |
| Start with most recent employment first and work down the page. If a previous job has relevance to this application, please say more about it in Section D. | | | |
| **Job title** | **Employer** | **Date from** | **Date to and reason for leaving** |
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***Continue on separate sheets on page 7 - 10 if necessary***

**PART C (continued)**

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| **Referees** | |
| **Your referees must include your present (or most recent) employer**. Please identify below the person in the organisation who is authorised to confirm your employment and the details given in your application. Please identify a second referee who may have closer knowledge of your skills, knowledge and abilities and who may offer opinion on your suitability for this post. **You should not use family members or friends.** Our pre-employment screening also includes PVG / Disclosure checks where appropriate, and confirming qualifications and professional registrations. **References will only be taken up for selected candidates following interview and only after permission has been sought. Please include email addresses for referees.** | |
| **Referee 1 details** | |
| Name: | Position: |
| Company name and location: | |
| Email: | Contact tel: |
| **Referee 2 details** | |
| Name: | Position: |
| Company name and location: | |
| Email: | Contact tel: |

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| **Disability** | | | | | |
| Image result for positive about disabled people logo | The Disability Discrimination Act 1995 and Amended Regulations 2005 defines disability as follows: “any physical or mental impairment which has a substantial adverse effect on a person’s ability to carry out normal day to day activities”. Lifelink are “Positive About Disabled People”, and as such we provide job opportunities for disabled people. Lifelink operates a **Job Interview Guarantee (JIG), which means that if you have a disability, and meet the minimum criteria outlined within the person specification**, you will be guaranteed an interview. However, some disabled people prefer not to take this option, so please tick your preference if you are a disabled candidate. | | | | |
| Do you want to participate in the guarantee scheme? | | Yes |  | No |  |
| Please specify any requirements that will assist you if attending for interview: | | | | | |

**PART D**

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| **Statement in support of application** |
| Please refer to the **person specification and job remit** to provide examples of how you meet each essential and desired criteria for the role *and* tell us why you want to work for Lifelink.  You should also tell us how your personal qualities, skills and attributes, experience and educational or other achievements match those required to deliver the roles and responsibilities in the job remit.  **For Counsellor roles** you should include information on the number of supervised clients hours you have both pre and post qualifying and how many years you have been practising. |
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***Continue on separate sheets on page 7 - 10 if necessary***

**PART E**

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| **How did you hear about this vacancy** | | | | | | | |
| Lifelink Website |  | S1 jobs |  | Good Moves |  | Job centre |  |
| Other (please specify): | | | | | | | |

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| **Data protection statement** |
| All of the information collected in this form is necessary and relevant to the performance of the job applied for. We will use the information provided by you on this form, by the referees you have noted, and the educational institutions with whom we may undertake to verify your qualifications with, for recruitment purposes only. Lifelink will treat all personal information with the utmost confidentiality and in line with current data protection legislation. We rely on the lawful basis of The Data Protection Act (2018) and the GDPR (EU) 2016/679 to process the information provided by you in this form.  Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.  For more information on how we use the information you have provided, please see our statement on data protection arrangements for job applicants which can be found on our website at [www.lifelink.org.uk/get-involved/work-with-us/](http://www.lifelink.org.uk/get-involved/work-with-us/) |

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| **Declaration** | |
| **I confirm that the information contained in this application is complete and correct and that any untrue or misleading information will give the employer the right to terminate any employment offered. I understand that any offer of employment is subject to the Company being satisfied with the results of relevant checks including references, eligibility to work in the UK, PVG/Disclosure/Criminal convictions, and completion of a successful probationary period.**  **I note that by signing below and / or submitting a digital application I am giving my consent to Lifelink to retain my personal information and the information contained on this form in line with the Data Protection statement above.** | |
| Signature: | Date: |

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| **Equal Opportunities monitoring:** |
| Please click here: [**Equalities monitoring - Lifelink Recruitment**](https://forms.office.com/Pages/ResponsePage.aspx?id=UpttLn6oJ0Wo-2-TuRdqgGzVDq4hgglDsnLxEr_KiDxUQ1k4UVNVUTZRTUtKR04wVFNWMzlEN0hDNS4u)to complete the requested information. This information is stored separately from your application and cannot be used to identify you.  If you are submitting a paper application please go to [**www.lifelink.org.uk/get-involved/work-with-us/**](http://www.lifelink.org.uk/get-involved/work-with-us/)and download and complete a paper copy for submission with your application. |

**Please now return your completed application to** [**hr@lifelink.org.uk**](mailto:hr@lifelink.org.uk)

**Continuation sheet 1 – please detail which section you are continuing:**

**Please now return your completed application to** [**hr@lifelink.org.uk**](mailto:hr@lifelink.org.uk)

**Continuation sheet 2 – please detail which section you are continuing:**

**Please now return your completed application to** [**hr@lifelink.org.uk**](mailto:hr@lifelink.org.uk)

**Continuation sheet 3 – please detail which section you are continuing:**

**Please now return your completed application to** [**hr@lifelink.org.uk**](mailto:hr@lifelink.org.uk)

**Continuation sheet 4 – please detail which section you are continuing and additional pages if required:**

**Please now return your completed application to** [**hr@lifelink.org.uk**](mailto:hr@lifelink.org.uk)