

## Glasgow Centre for Inclusive Living

### Essential Criteria Checklist: Inclusive Living Adviser

Please answer the following questions before completing our application form.

1. Are you eligible to work within the UK?

Yes  No

2. Do you have proven experience of providing information, support and advice in a group and one to one basis?

Yes  No

3. Do you have a basic knowledge of SDS and personal assistance?

Yes  No

4. Do you have a proven ability to prioritise a complex workload and meet tight deadlines?

Yes  No

If you have answered **YES** to all of these questions please complete the attached application form detailing how you meet the essential criteria.

If you were unable to answer **YES** to all of these questions we would like to thank you for your interest in this post but are unable to continue with your application.

Thank you for your interest in Glasgow Centre for Inclusive Living.

# Glasgow Centre for Inclusive Living

## Application for Employment



Please complete all parts, including attachments, in **black ink** or **typescript**. This form and accompanying information is available, on request, in large print, Braille, on audiotape or computer disc. You should read the guidance notes carefully before completing this form.

This page will be detached during the short-listing process, and the information will not be used for selecting applicants to interview.

### A. Job Details

Advert Reference Number:

Job Applied for:

**Inclusive Living Adviser**

### B. Personal Details

Surname:

First name:

Address:

Postcode:

Home telephone:

Mobile telephone:

Business telephone:

May we contact you at work? Yes / No

Email address:

Are you entitled to work within the United Kingdom? Yes  No

(Please note if you are invited to interview, you will be asked to produce supporting evidence. See the guidance notes for further details)

### C. Job Sharing

Are you applying for the post on a job sharing basis? \*\* Yes  No

### D. Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended applies to some posts within GCIL. Successful applicants for specific posts identified under the above legislation will require to submit to a Disclosure Application, the results of which might impact on your suitability to work in a particular job.

**E. Media Response**

Where did you see this post advertised?

**F. Interview**

Please tell us if there are any dates when you will not be available for interview?

**G. Declaration**

If you are successful in your application, Glasgow Centre for Inclusive Living will use the information you have provided on this form for personnel administration, training, discipline, career development and payroll purposes.

You have the right to require us to correct any inaccuracies in your information.

I declare that to the best of my knowledge the information contained on this form and any attachments is true and accurate. I accept that false information or omission may lead to dismissal without notice.

Signature

Date

Office use only:

Ref:

**H. Qualifications and / or Training – please state most recent first**

Qualification / training	Subject	Grade (if applicable)

**I. Membership of Professional Institutes**

Name of Institute	Current Status	Date awarded

**J. Present Employment (if now unemployed, give details of last employer)**

Name and address of employer:	Job Title:	
	Nature of business:	
	Date started:	Date left (if applicable):
Postcode:		
Reason for leaving (if applicable):	Salary and other benefits:	Notice Period:

Brief description of your main duties and responsibilities with an emphasis, where possible, on those areas most relevant to the job applied for. (2000 character limit)

**K. Previous Employment – please start with the most recent employer first, and account for any periods / gaps between jobs.**

Name and address of previous employer	Job title and nature of work	Date from	Date to	Reason for Leaving

L. Relevant Skills, Experience and Abilities – study the job description and person specification and provide examples of your work or other activities which demonstrate your ability or aptitude to undertake the duties of this post. Please number your responses in line with the person specification. (3000 character limit)

M. Continuation Sheet – please use this sheet to continue your answer from section L, or to add any further relevant information to support your application e.g. personal qualities, achievements at work, non-work related or voluntary work experience. (3000 character limit). Please use additional sheet of paper if required.



**N. References**

Name:	Name:
Designation:	Designation:
Address:	Address:
Postcode:	Postcode:
Email address:	Email address:
Telephone:	Telephone:
Relationship to applicant (eg supervisor):	Relationship to applicant (eg supervisor):

**Please note:** References will only be requested and opened by the Human Resources Manager for the successful candidate.

In most circumstances, if we offer you the job, we would expect to receive a satisfactory reference from your present or most recent employer.

May we contact your present employer for a reference before any job offer is made to you? Yes  No

If you are not offered the job, all documentation related to your application for employment will be destroyed with the recruitment file at the relevant time, normally six months after recruitment.

**O. Access Requirements**

Do you need any particular equipment or access arrangements to either attend an interview, or to do this job if you are successful in your application?