

APPLICATION FORM - Private and Confidential

1. Employment Request

Which post are you applying for?	Better Breaks Activities worker		
Where did you hear about this vacancy?			
When would you be available to start?			
Have you previously worked or applied to work for us?	YES		NO
	If yes, when		

2. General Data Protection Regulation 2018

The personal information collected on this form will only be used for the purposes of recruitment and selection for the post(s) you have applied for with the organisation. The information will not be used for any other purpose nor will it be disclosed to any third party. Our policy on retention of information is that all recruitment records are destroyed 6 months after the unsuccessful applicant is advised of the outcome of their application. Please confirm, by signing below, that you give consent for your information to be used in our recruitment and selection process.

I am aware that:

- The organisation will create computer and paper records on me during the recruitment and selection process;
- If successful, the organisation will create and maintain computer and paper records on me during my employment and after I leave
- These records will be processed in compliance with the General Data Protection Regulation 2018 or successor legislation.

Signature

Date

APPLICATION FORM - Private and Confidential

3. Personal Details

Name								
Address								
Telephone		Mobile			Email			
Are you legally eligible for employment in the U.K.?					Yes		No	
Do you hold a current Driving Licence?		Yes		No		Date passed		
N. I. Number				Passport Number				
PVG scheme membership Number				Are you currently registered with the SSSC, Teaching Council or other professional body? If yes, please give details.				
Is your ability to perform this particular job limited in any way?					Yes		No	
If so, how can we overcome this?								

APPLICATION FORM - Private and Confidential

4. Education, Qualifications & Training

Dates	Details	Qualifications

5. Practical Qualifications & Training

Please give details of any practical qualifications you have, such as First Aid, Outdoor qualifications

Dates	Details	Qualifications

Please continue on a separate sheet of paper if required

APPLICATION FORM - Private and Confidential

6. Employment History

Please give details of your current employment or your most recent employment if you are not currently employed.

Dates (month & year)	Employer's Name, Address & Business	Title of Post	Reason for leaving
Employer's Tel. No.		Current/most recent salary	

Previous Employers - most recent first and continue on separate sheet if necessary

Dates (month & year)	Employer's Name	Title of Post / Main Duties	Reason for leaving

APPLICATION FORM - Private and Confidential

7. Personal Statement

Please state why this post interests you and what personal skills and qualities you think you can offer.

8. Reach4Reality Vision, Values & Vocation

Please see the attached Vision, Values & Vocation statement and state in your own words how you will demonstrate and support this statement:

APPLICATION FORM - Private and Confidential

9. References

Please provide details of two referees (not relatives), preferably previous employers	
Name: Occupation: Position in organisation: Address:	Name: Occupation: Position in organisation: Address:
Telephone no:	Telephone no:
In what capacity do they know you?	In what capacity do they know you?

10. Declaration

For legal reasons we require that all employees pass an PVG Check, which will take into account all criminal proceedings past or pending even if spent or not actually convicted.

- Have you ever been subject to any criminal proceedings as described above? Yes/ No
- Have you any disciplinary action outstanding? Yes/ No
- Has any referral has been made to the SSSC or other professional body in relation to your conduct or practice? Yes/ No

If you have answered Yes to any of the above, please give details on a separate sheet.

If successful, I am aware of the potential need to be registered with or in the process of being registered with the SSSC within 6 months of starting if not already registered Yes/ No

I declare to the best of my knowledge and belief the information given in this application is correct:

Signature: _____ **Date:** _____

APPLICATION FORM - Private and Confidential

Reach4Reality has the following vision, values and vocation:

1. Vision:

To improve the quality of life of Young People and adults living in Highland who have social and communication challenges through the provision of outdoor activities or pursuits.

2. Values:

- 2.1 Reach4Reality demonstrates a Christian ethos recognising the rights, worth and dignity of each individual.
- 2.2 It believes in the empowerment of individual young people and adults.
- 2.3 It recognises the valuable contribution made by parent carers.
- 2.4 It recognises the strengths and skills found in communities.
- 2.5 It recognises the abilities and experience of volunteers and staff.

3. Vocation:

- 3.1 To enable young people and adults to achieve their potential physically, mentally, emotionally and spiritually
- 3.2 To demonstrate value towards individual young people and adults, building their self-esteem, confidence and character
- 3.3 To role model the attitudes, behaviours and care of Christian belief while respecting the beliefs and views of all