Application for Employment- HR Adviser

**Supplementary Application Information**

This form should be completed in full and should be submitted electronically along with a copy of your current CV.

*Please complete in black.*

**Personal Details**

|  |  |
| --- | --- |
| Initials: | Last Name: |
| Address: |
| Telephone Numbers (please indicate which one you would prefer us to contact you on)Home:Work:Mobile: |
| Email Address:  |
| National Insurance Number: |

If you are related to, or have a business relationship with, a Board Member or an employee of the Commission, you are required to advise us. This allows us to judge whether the Board Member or employee needs to take any steps to ensure non-involvement in the recruitment process. The provision of this information will not affect your application.

Board Member/Employee (delete as appropriate)

|  |  |
| --- | --- |
| **Name:** | **Relationship:** |

**References**

References will be taken up only for the successful candidate and your consent will be sought before approaching referees.

**Referee 1 – current or most recent employer\***

|  |  |
| --- | --- |
| Name: | Organisation: |
| Position: | Time Known: |
| Email Address: | Contact Tel No: |

**Referee 2**

|  |  |
| --- | --- |
| Name: | Organisation: |
| Position: | Time Known: |
| Email Address: | Contact Tel No: |

\*One referee should be the current or most recent line manager

**Statement in support of application**

Please give a statement below outlining how your skills and work experience fit the specification for the role. Maximum 500 words.

|  |
| --- |
| Please enter text here: |

**Additional Information**

|  |
| --- |
| Do you consider yourself to be a person with a disability?**□** Yes □ No*If you have answered yes and you have demonstrated on the application form that you meet the minimum skills, experience and other attributes for the post, then you will be guaranteed an initial interview for the role.* |

 Please give as much detail about your disability as you wish and feel able to share

 with us.

|  |
| --- |
|  |

**Employment**

|  |
| --- |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? **□** Yes □ No |

|  |
| --- |
| If Yes, please provide details: |

|  |
| --- |
| If you are successful in your application, would you require a work permit prior to taking up employment? □ Yes □ No |

|  |
| --- |
| **Current Salary:****Notice Period:** |

**Data Protection Statement**

|  |
| --- |
| The information provided by you on this form and any supplementary forms will be used to assist with the process of recruiting in accordance with the Mental Welfare Commission for Scotland Recruitment & Selection Policy. If you are successful in your application, the information will be used for HR records and payroll purposes. By signing the declaration below, it is understood that you consent to the use of your personal information for the above purposes. |

**Declaration**

|  |
| --- |
| I confirm that the information given on this application form and on any additional sheets submitted is, to the best of my knowledge, correct.Do you agree to the statement above? □ Yes □ NoSignature: Date:All employment is subject to the receipt of satisfactory references  |

We normally keep completed application forms for 12 months.

Please tick this box if you do not want us keep your application form. □

Please **email** your completed application form and CV, marked **Private & Confidential** to:

**mwc.recruitment@nhs.scot**

**HR Adviser**

Equal Opportunities Monitoring Form – CONFIDENTIAL

The Mental Welfare Commission for Scotland aims to provide equal opportunities and fair treatment for all staff. We have an Equal Opportunities Policy and collect monitoring information to help us understand who we are reaching and to better serve all communities. In order to monitor the effectiveness of this policy all applicants MUST complete this form. This information is used for monitoring purposes only – it is anonymous and will not be stored with any other identifying information about you. **It will not be seen by those responsible for making selection decisions.**  All details are held in accordance with the Data Protection legislation.

Please complete all sections of the questionnaire by placing a tick in the box or by providing information where appropriate. If you would like the form in an alternative format or require help to complete it, please contact the HR Department at the Commission on 0131 313 8772 or email **mwc.recruitment@nhs.scot**

**Section 1 – Gender**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Male |  |  | Female |  |  | Other gender identity-please state |  |  | Prefer not to say |  |

**Section 2 – Age**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Age (please write in) |  |  | Prefer not to say |  |

**Section 3 – Sexual Orientation**

Which of the following options best describes how you think of yourself?

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual/straight |  | Gay Man |  | Lesbian/Gay Woman |  | Bisexual |  | Other |  | Prefer not to say |  |

**Section 4 Disability**

**The Equality Act 2010** definesa disabled person as a person with a disability. A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. A long-term effect of impairment is one which has lasted at least 12 months or where the total period for which it lasts, from the time of the first onset, is likely to be at least 12 months. The Act statesthat a person who has cancer, HIV infection or multiple sclerosis (MS) is a disabled person. This means that the person is protected by the Act effectively from the point of diagnosis.

Do you consider yourself to have a disability according to the above definition?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes |  |  | No |  |  | Prefer not to say |  |

**Section 5 – Nationality**

How would you describe your national identity?

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Scottish |  |  | English |  |  | Welsh |  |  | Northern Irish |  |  | British |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other (please write in) |  |  | Prefer not to say |  |

**Section 6 – Ethnic Origin**

Please choose one option that best describes your ethnic group or background.

|  |  |
| --- | --- |
| **White** | **African** |
| Scottish |  | African, African Scottish or African British |  |
| Other British |  | Any other African, (please write in) |  |
| Irish |  |  |
| Gypsy/Traveller |  |
| Polish |  |
| Other White ethnic group, (please write in) |  |
|  |

|  |  |  |
| --- | --- | --- |
| **Asian, Asian Scottish or Asian British** |  | **Caribbean or Black** |
| Pakistani, Pakistani Scottish or Pakistani British |  |  | Caribbean, Caribbean Scottish or Caribbean British |  |
| Indian, Indian Scottish or Indian British |  |  | Black, Black Scottish or Black British |  |
| Bangladeshi, Bangladeshi Scottish or Bangladeshi British |  |  | Any other Caribbean or Black, (please write in) |  |
| Chinese, Chinese Scottish or Chinese British |  |  |  |  |
| Any other Asian, (please write in) |  |  |  |
|  |  |
|  |

|  |  |  |
| --- | --- | --- |
| **Mixed or Multiple ethnic group** |  | **Other ethnic group** |
| Any Mixed or Multiple ethnic groups, (please write in) |  |  | Arab, Arab Scottish or Arab British |  |
|  |  |  | Any other ethnic group, (please write in) |  |
|  |  |  |  |  |

**Section 7 – Religion or Belief**

What is your religion or belief?

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No religion or belief |  |  | Buddhist |  |  | Sikh |  |  | Prefer not to say |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Christian |  |  | Hindu |  |  | Pagan |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Jewish |  |  | Muslim |  |  | Another religion or belief (please say what) |  |