****

**NO:**

**Edinburgh & Lothians Regional Equality Council**

**APPLICATION FORM**

(to be completed in black ink or type)

Applicants should understand that any misstatement or omission would lead to disqualification of application, or to dismissal if appointed.

|  |  |
| --- | --- |
| POST APPLIED FOR:      | CLOSING DATE:  |

|  |
| --- |
| PERSONAL DETAILS:Surname:       First names:       Address:       Town / City:       Postcode:        Telephone:        |
| Are you a UK or EU National, or in possession of a work permit entitling you to work in the UK? YES [ ]  NO [ ]  |

Signature:

Please return completed application form to:

**Personnel Unit**

**Edinburgh & Lothians Regional Equality Council**

**14 Forth Street**

**Edinburgh**

**EH1 3LH**

**REFERENCES:**

**NO:**

Please give the names and addresses of three referees who know you well and can provide reliable current information about your experience/skills/qualifications, which make you suitable for the post.

**One of the three must be you present or most recent employer.** The Manager of any current or previous ELREC employees will be contacted.

1.

OCCUPATION:

May we approach before interview YES [ ]  NO [ ]

2.

OCCUPATION:

May we approach before interview YES [ ]  NO [ ]

3.

OCCUPATION:

May we approach before interview YES [ ]  NO [ ]

Please note: no appointment will be made without taking up references.

THIS PAGE AND THE FRONT PAGE WILL BE REMOVED BEFORE THE SHORT LISTING PROCESS. WE BELIEVE THIS APPROACH WILL HELP IN ENSURING EQUALITY OF OPPORTUNITY IN LINE WITH THE COUNCIL’S EQUAL OPPORTUNITY POLICY.

**RELEVANT EXPERIENCE:**

**NO:**

Please list all relevant paid and non-paid experience

(use continuation sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| NAME AND ADDRESS OF EMPLOYER | FROM | TO | DESCRIPTION OF EXPERIENCE/DUTIES |
| PAID      |       |       |       |
| NON PAID      |   |   |       |

**RELEVANT QUALIFICATIONS/**

**NO:**

**TRAINING:**

Please list below relevant qualifications obtained. Please use continuation sheet if necessary. Evidence of qualification will be required before appointment.

|  |  |  |
| --- | --- | --- |
| QUALIFICATIONS | GRADE | DATE |
|  |       |       |

Please list below any course/seminars attended which are relevant.

|  |  |  |
| --- | --- | --- |
| COURSE/SEMINAR | DURATION | DATE |
|       |       |       |

Please list below any current courses of study.

|  |  |  |
| --- | --- | --- |
| COURSE | METHOD OF STUDY | ANTICIPATED COMPLETION DATE |
|       |       |       |

Please list below any professional membership you may have.

|  |  |  |  |
| --- | --- | --- | --- |
| DETAILS OF MEMBERSHIP | NAME OF ORGANISATION | DATE EFFECTIVE FROM | EXPIRY DATE |
|       |       |       |       |

|  |
| --- |
| ADDITIONAL COMMUNICATION SKILLSSPOKEN:      WRITTEN:       |

**COMPETENCIES**

**NO:**

The following questions will provide us with more information about your past performance in relation the post you are applying for.

|  |  |
| --- | --- |
| What was the situation?What was your role?What was the outcome? | **Communication:** Give an example when you communicated in a positive and effective way.      |
| What was the situation?What was your role?What was the outcome? | **Teamwork:** Describe a time when you contributed to the success of a team.       |
| What was the situation?What was your role?What was the outcome? | **Problem Solving & Decision Making:** Give an example of a decision you have made and how it resolved a problem.      |
| What was the situation?What was your role?What was the outcome? | **Creativity and innovation:** Give an example when you show creativity and innovation in a work situation.      |
| What was the situation?What was your role?What was the outcome? | **Achievement:** Give an example of when you have achieved a target in a work environment.      |
| What was the situation?What was your role?What was the outcome? | **Development:** Describe a time when you are proactive in developing own performance.      |

**SUPPORTING STATEMENT:**

**NO:**

State below your reason for applying for the post and the qualities and experience you consider make you a suitable applicant. Your statement need not be lengthy, but where necessary use the continuation sheet provided.

     **APPLICANTS WITH DISABILITIES:**

**NO:**

ELREC welcomes applications from disabled people or those who have had a disability.

If you have a disability, or an impairment which is covered by the Equality Act 2010 and you would require ELREC to make reasonable adjustment, please answer the questions on the sheet provided and return it with your application.

Otherwise, you do not need to inform us of any disability or impairment you may have.

**REHABILITATION OF OFFENDERS ACT AND DISCLOSURE**

Under the provisions of the Rehabilitation of Offenders Act 1974 (Exclusions & Exceptions) (Scotland) Order 2003, do you wish to bring any conviction, whether spent or unspent, to the notice of those responsible for short listing and/or interviewing? YES [ ]  NO [ ]

If YES please provide details:

NOTE: All successful applicants will be required to complete a Disclosure Scotland Application Form. Any failure to disclose offences will result in dismissal.

**MISCELLANEOUS**

1. Have you previously been employed by Edinburgh & Lothians Regional Equality Council or any other Regional/Racial Equality Council? YES [ ]  NO [ ]
2. Are you related to any staff/board members or other officials of Edinburgh & Lothians Regional Equality Council? [ ]  YES [ ]  NO
3. If the post applied for involves driving, do you have a current driving licence?

 YES [ ]  NO [ ]

1. In which publication or other source did you see the post advertised?

**CONTINUATION SHEET**

**NO:**