

**CHANGES Community Health Project  
Application Form  
Older Adults Project Worker (part-time) – initial one year contract  
21 hours per week  
Hours negotiable (some evening/weekend work required)  
SJC Salary Scale - AP4 Point 30 - £25,716 pro rata**

Please complete the application form in black ink. Your application form should reach the address below by **Friday 13<sup>th</sup> January, 2012.**

**Interview to be held on Thursday 26<sup>th</sup> January, 2012.**

**CHANGES, 108 Market Street, Musselburgh, East Lothian, EH21 6QA**

Please do NOT include your CV as it will be disregarded.

**PERSONAL DETAILS**

Surname \_\_\_\_\_ Initials only \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Tel: – evening \_\_\_\_\_

Tel: - daytime \_\_\_\_\_

Do you hold a valid driving licence? YES / NO

Could you have regular access to a car? YES / NO

**REFERENCES** Please give details of two referees, one of whom should, if possible, be your current or most recent employer.

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Tel: \_\_\_\_\_ Tel: \_\_\_\_\_

It will be assumed, unless stated otherwise, that these referees may be approached if you are short-listed.

## DISCLOSURE OF OFFENCES

You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) you should declare all convictions whether spent or unspent.

Should you be appointed for the position applied for, you will be required to provide an Enhanced Disclosure under the terms of the Police Act 1997 (Part V). All CHANGES staff and volunteers are subject to Disclosure Scotland checks.

(a) I declare that I have no criminal convictions

Signed ..... Date .....

(b) I declare that I have the following convictions:

<u>Date of offence</u>	<u>Charge</u>	<u>Sentence</u>
.....		
.....		
.....		
.....		
.....		
.....		
.....		

Signed ..... Date .....

I certify that all information contained in this form is true and correct to the best of my knowledge.

Signed ..... Date .....

**Note: Information contained on this form will only be available to CHANGES staff involved in the selection process.**

**Question 1** Use the following space to describe any post-school education, training and qualifications that you have and which is of relevance to this post:

**Question 2** Use this space to describe employment that you have had that is relevant to this post. Start with the most recent and continue on a separate sheet if required.

<u>Dates</u>	<u>Employer</u>	<u>Post</u>	<u>Responsibilities &amp; Achievements</u>	<u>Salary</u>

**Question 3** With reference to the Job Description and Person specification, describe why you feel you are suited to the job. Please continue on another sheet if you wish.

Please sign (using initials only) your application here:

**Signed**..... **Date**.....

## CHANGES RECRUITMENT MONITORING FORM

In order to develop CHANGES' Equal Opportunities Policy all applications are requested to answer the following questions voluntarily. This information, which will be used solely for monitoring purposes, will be treated as confidential and will be separated from your application form on receipt and before consideration of candidates takes place.

APPLICATION FOR THE POST OF .....

FULL-TIME/PART-TIME .....

SURNAME .....FORENAMES .....

1. I WOULD DESCRIBE MY ETHNIC ORIGIN AS (please tick appropriate box)

WHITE		INDIAN		BLACK-AFRICAN	
PAKISTANI		BLACK-CARIBBEAN		BANGLADESHI	
BLACK-OTHER (please describe)		CHINESE		ANY OTHER ETHNIC GROUP (please describe)	

2. National origin/country of birth (please tick appropriate box):

SCOTLAND		ENGLAND		NOTHERN IRELAND	
WALES		ELSEWHERE IN UK		REPUBLIC OF IRELAND	
OTHER (please specify)					

3. MY SEX IS (tick box): MALE  FEMALE

4. MY MARITAL STATUS IS: MARRIED  SINGLE  OTHER.....

5. DATE OF BIRTH: .....

6. HAVE YOU A DISABILITY? .....

7. HOW DID YOU HEAR OF THIS VACANCY? .....