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| NG-Homes---with-clearance-border--BLACK-Transparent  **ng group**  **APPLICATION FORM** |

**ng group is an Equal Opportunities employer and we make appointments on merit, regardless of: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation**

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| **NOTE**: | Please use **black ink** and **BLOCK LETTERS** or typescript.  Each section of the form to be answered in full - **reference to attached CV or other enclosures will not be sufficient.** |

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| **A** | **VACANCY DETAILS** | |
|  | **Post Applied For:** |  |
| **Closing Date:** |  |

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| **B** | **PERSONAL DETAILS** | | | | | |
|  | **Surname:** |  | **Initial(s)** |  | **Do you hold a full current driving licence:** | YES / NO |
| **Address and Postcode:** | | | | **Telephone**  **(Home)** |  |
|  | | | | **Telephone (Business)** |  |
|  | | | | **Telephone**  **(Mobile)** |  |
|  | | | | **E Mail Address:** |  |
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| **C** | **AVAILABILITY FOR INTERVIEW** |
|  | Please state any dates that you would be **unable** to attend the interview and selection process in Glasgow in the next 4 weeks. |
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| **D** | **SCHOOL EDUCATION** | | | | | |
|  | List all certificates at their highest level only. Continue on a separate sheet if necessary. | | | | | |
|  | **Subject** | **Level / Result** |  | **Subject** | **Level / Result** |
| **1** |  |  | **6** |  |  |
| **2** |  |  | **7** |  |  |
| **3** |  |  | **8** |  |  |
| **4** |  |  | **9** |  |  |
| **5** |  |  | **10** |  |  |

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| **E** | **FURTHER, VOCATIONAL AND HIGHER EDUCATION** | | | | | | | | |
|  | List all Colleges, Polytechnics or Universities attended (give details of examinations taken and results awarded or awaiting). Non-UK educated applicants please specify country where study took place. | | | | | | | | |
| **College/University** | **Dates** | | **Study Method** | | | **Qualifications Obtained, Grade(s) and Major Subjects Studies** | | **Date Awarded/**  **Awaited** |
| **From** | **To** | **F/T** | | **P/T** |
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| **F** | **MEMBERSHIP OF PROFESSIONAL INSTITUTES** | | | | | | | | |
|  | **Name of Institute** | | | | **Current Status** | | | **Date Awarded** | |
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| **G** | **PRESENT EMPLOYMENT** | | | |
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| **Name and Address of Employer:** | | **Date Employment Commenced**: |  |
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|  | | **Present Salary and Benefits**: |  |
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|  | |
| **Position Held**: |  | **Notice Required**: |  |
| **Duties and Responsibilities**: | | | |
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| **H** | **PREVIOUS EMPLOYMENT** (list in order, with most recent employer first) | | | | |
|  | Continue on separate sheet if necessary | | | | |
| **Dates** | | **Name and Address of Employer** | **Position Held and Nature of Duties** | **Reason for Leaving** |
| **From** | **To** |
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| **I** | **EXPERIENCE, SKILLS AND TRAINING** |
|  | Please state your reasons for applying for the post and detail any relevant skills, knowledge or experience that you have that matches the criteria detailed in the Person Specification (Continue on another sheet if necessary) |
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| **J** | **REFEREES** | | | | | |
|  | Name, Address and Occupation of two referees. They should know you in a work capacity, if previously employed. ***One of these referees should be your current or most recent employer*.** | | | | | |
|  | 1. **Name and Address of Referee:** | | | 1. **Name and Address of Referee:** | | |
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|  | | |  | | |
|  | **Phone No:**  **E-mail:** |  | | **Phone No:**  **Email** |  | |
|  | **Occupation:** | |  | **Occupation:** | |  |
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| **K** | **ASSISTANCE FOR PEOPLE WITH DISABILITIES** |
|  | ng group is committed to being an Equal Opportunities Employer and do not discriminate in any way.  If you consider yourself to have a disability, are there any arrangements that we can make to assist/adapt, for you, if you are called to interview or if successfully employed? Please give details below. |

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| **L** | **CANVASSING** |
|  | Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable for dismissal. |

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| **M** | **ENTITLEMENT TO WORK IN THE UNITED KINGDOM** |
|  | If you are successful in obtaining employment with ng group you will be required to provide appropriate documentary evidence of your eligibility to work in the United Kingdom. |

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| **N** | **HEALTH DECLARATION** |
|  | Any offer of employment will be made conditional on completion of a medical questionnaire. |

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| **O** | **REHABILITATION OF OFFENDERS ACT 1974** |
|  | The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions which are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form which will only be reviewed if an offer of employment is being made. |

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| **P** | **DECLARATION** (Read carefully) | | | |
|  | The information you provide on this form will be used for the purposes of assessing your suitability for appointment; this may involve contacting referees, previous employers, or educational establishments, to confirm the validity of information provided. We will use the information you provide to fulfil our legal requirement to monitor equal opportunities; however, this will be used for statistical purposes only.  I am aware that the data will be processed in accordance with GDPR and will not be disclosed to any organisation not associated with ng homes. I understand that the data will be stored confidentially whilst the application is processed and both electronic and paper records will be deleted/shredded within 12 months if the application is not successful.  I consent to that data collected on this form being used for the purposes of recruitment and selection and employment, if successful.  By typing or signing my name below, I declare that all the information contained in this form is true and correct to the best of my knowledge. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or if I have already been appointed, I may be dismissed without notice. | | | |
| **Signature:** |  | **Date:** |  |
| **IMPORTANT NOTE**  **If returning the application form by e-mail, please note that there is no need to also post a hard copy. If short listed you will be asked to sign your application form at a later stage.** | | | |
|  | **Please return your completed application form to** [**hr@nghomes.net**](mailto:hr@nghomes.net) **or HR, ng homes, 50 Reidhouse Street, Glasgow G21 4LS prior to the closing date. Late applications will not be considered.** | | | |



**Equal Opportunities Monitoring Form**

ng group is committed to equal opportunities in employment, regardless of: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.

We would therefore ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices.

All information will be treated in the strictest confidence, in line with our Fair Processing Notice under GDPR legislation, and will not affect your application.

**Gender:** Female Male Trans Gender

**Disability: Do you consider yourself to have a disability/particular needs?**

Yes No

If yes, please describe your disability/particular needs (e.g. visual, speech, hearing). This will help us to facilitate your needs/requirements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate any individual particular requirements/equipment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnic Origin: Please choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.**

**A White B Mixed C Asian or Asian D Black or Black British**

**Scottish/British Scottish/British**

English Any mixed Indian Caribbean

Scottish background Pakistani African

Welsh Bangladeshi Other black

Irish Chinese

Polish Other Asian

Gypsy Traveller

Other white

**E Other ethnic group**  Prefer not to say

Arab, Arab Scottish/British

Any other ethnic group (please state): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion:** I would describe my religious background/belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

None I prefer not to say

**Sexual Orientation:**

Bi-sexual Gay/Lesbian Heterosexual/Straight Prefer not to say

**Age:** **Please indicate your age group.**

16 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65 & over

**Where did you see this post advertised?**

|  |  |  |  |
| --- | --- | --- | --- |
| ng homes/ng2 web | S1jobs.com | EVH | Word of mouth |
| Word of mouth | Internal notice | Herald | Other |
| If other please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  |



**ng homes group**

**DECLARATION OF INTEREST FORM**

It is our policy that all applicants for employment with ng homes and our subsidiary company ng2 should declare relevant connections to anyone who works for us or serves on any of our Boards or Sub Committees, either currently or within the past 12 months.

**Please answer the following questions to assist us:**

|  |  |  |
| --- | --- | --- |
| **Your Name:** | **Please tick** | |
| **Yes** | **No** |
| Please confirm if your spouse/ partner, or any of your relatives or close friends is **currently** **employed by** **ng homes** or our **subsidiary company ng2**, or has been employed by ng homes or ng2 in the past 12 months? |  |  |
| Please confirm if you, your spouse/ partner, or any of your relatives or close friends **currently** **serve as a Board member or Sub Committee member** **of ng homes** or our **subsidiary companies ng2** or **ng property (Scotland) Ltd**. |  |  |

If you have answered **“yes”** to any of these questions please provide details below:

The person’s name

The person’s position

Your relationship to them

|  |
| --- |
| Signature …………………………………………………………………… Date………………… |

The requirement for disclosure will help us to meet our regulatory obligations and to comply with our governance policies. Please note that we are required to keep a register, recording any offer of employment we make to individuals with relevant connections to the ng homes group, and that this register can be viewed by members of the public on request.

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| **Eligibility to Work in the United Kingdom**  **Form** |
| In order to comply with current UK Legislation, the ng Group requires that all potential employees provide certain documents concerning their eligibility to work in the United Kingdom.  Listed below are some examples of common documents to prove your eligibility (this list is not exhaustive):   * British Passport. * Passport from the EEC. * Passport showing you are a British Citizen or that you have the right to abode in the UK. * Passport with working visa. * Full UK Birth Certificate **WITH** National Insurance Number. * Work permit issued by Work Permits UK along with a letter issued to you by the Home Office confirming that you are able to stay in the UK and can take the work permit employment in question. * A passport or other travel document endorsed to show that you can stay indefinitely in the UK or that has no time limit on your stay.   **Note:**  Under relevant United Kingdom Legislation you should note that a Work Permit, a Visa, or both, may be required if you are not a citizen of a European Economic Area (EEA) Country. It is an offence to employ an individual who is subject to immigration control, and who does not have permission to reside in the UK. |
| POST DETAILS |
| Post Applied for: |
| Are you able to provide the relevant documentation to prove your eligibility to work in the UK?  Please circle: YES / NO |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***By signing and returning this form you acknowledge and understand the above legal requirement and that you recognise the restrictions on recruitment with which the ng Group is required to follow.***

***Please note you will be required to produce the documents / declarations required by legislation if short listed for interview.***