

# Application Form

Thank you for your interest in Capability Scotland. Please complete all sections of this application form. Your completed form should be sent to the recruitment contact on the advert you are interested in by the closing date. Alternate formats of this form can be requested by contacting the named contact on the advert you are interested in. If you have any questions about the application process, please contact the local manager.

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Job Title:

Reference Number:

Where did you see this vacancy advertised?

## Section 1: Your Details

Forename(s):

Surname:

Email:

Telephone:

Home Address:

## Section 2: Driver Details

Are you licensed to drive a car in the United Kingdom? YES NO

Are you willing to use your car to transport customers? YES NO

## Section 3: Disability Confident

Capability Scotland is proud to be a Disability Confident Employer. We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post.



Do you consider yourself to have a disability and would like to apply under the Guaranteed Interview Scheme? YES NO

### Section 4: Employment History

Please give details of the last 10 years of your employment. You can include any voluntary work. Please give dates in a Month/Year format. If necessary, you can continue onto a separate sheet. You should also cover any gaps in employment, noting the reason for these.

Employer	Position	From	To	Reason for Leaving

Have you ever had any involvement in disciplinary or grievance procedures with any organisation?

YES NO

Do you have any “live” formal warnings in your current post?

YES NO

If you answered yes to the above question, please give details here:

## Section 5: Supporting Statement

Please provide a written statement detailing the personal qualities and experience you have that are relevant to the post and demonstrate how your skills and experience match the job description. You may include any information you feel is relevant to your application (e.g. personal qualities, achievements, training, or non-related work experience). You may continue onto a separate page if you wish.

### Section 6: Professional Body Registration

Please provide details of any professional bodies you are or have been registered with, e.g. the SSSC

BODY 1

BODY 2

Professional Body Name:

Registration Number:

Date Obtained:

### Section 7: Qualifications

Please provide details of any relevant academic or vocational qualifications to the post you have applied for. You may continue onto another sheet if needed.

Institution	Qualification	Date Obtained

### Section 8: About You

Have you ever been employed by Capability Scotland?

YES

NO

Do you have any relatives employed by Capability Scotland?

YES

NO

Do any of your relatives use our services?

YES

NO

## Section 9: References

Please provide two referees who have known you in a working capacity. The first referee should be your current or most recent employer. We cannot accept references from friends or family. Referees should be a line manager. We may accept character or academic references if this is your first job or a return from a career break.

	REFEREE 1		REFEREE 2	
Referee Name:				
Organisation:				
Email Address:				
Job Title:				
Relationship to you:				
Post Address:				
May we contact prior to formal offer?	YES	NO	YES	NO

Please be advised that Capability Scotland may contact any former employer in addition to the referees that you have nominated.

## Section 10: Disclosure Scotland

Capability Scotland conduct regular Disclosure Scotland checks. Please give details of any Disclosure Scotland or PVG Scheme Membership you may have. Note that your scheme membership number is 16 digits long.

Are you a member of the PVG Scheme?      YES      NO

PVG Scheme Number:

Level of Check (if known):      ADULTS      CHILDREN      BOTH

Please note that Disclosure Scotland / PVG Scheme membership checks and regulatory registration body checks will be carried out by Capability Scotland.

### Section 11: Declaration

I declare that the information contained in this form and all sections is true, fair and accurate. I understand that if I am successful in this application, and any statement/information is subsequently discovered to be false or misleading, Capability Scotland may withdraw any offer of employment or dismiss me.

I understand any offer of employment from Capability Scotland is subject to satisfactory completion of pre-employment checks and due diligence as appropriate. All information provided will be processed in connection with recruitment in accordance with data processing legislation.

Signature:

Print Name:

Date:

Capability Scotland is the data controller of our recruitment process. Your data will only be shared with internal staff for recruitment, employment, and reference purposes. You can ask for your data to be deleted at any stage by contacting [DPO@capability-scotland.org.uk](mailto:DPO@capability-scotland.org.uk)

A copy of our privacy statement is available under <http://www.capability-scotland.org.uk/legal/>



**Thank you for your application.  
We will be in touch soon.**