

PATH (SCOTLAND)

Trainee Application Form

IN CONFIDENCE



Advice on Completing the Application Form

Applicants are requested to **complete a separate application form for each traineeship** for which they would like to apply. Please ensure that you include the traineeship reference when completing the application form.

The application form plays an important part in the selection process. Applicants will be assessed in short-listing and at interview according to how well the information you give meets the person specification. It is therefore important that your application form gives full details about you and that they are relevant to the trainee post.

Read the **Housing Programme information**, the **person specification** and the application form carefully, particularly the questions at section 7, as this is where you make your case for the trainee post. It is important that you ask yourself why you want to do the training.

Consider the evidence you have to show that you possess the necessary skills, knowledge and experience as outlined in the **person specification**. Include any relevant experience acquired outside work, such as community or voluntary interests.

Do a rough draft first to avoid mistakes, repetition etc. and to ensure an accurate, concise, relevant and well presented application. Check that dates are correct and in the right order.

The form should be typed or hand-written in black ink. Please be concise - no more than 1 additional page per section. Any additional sheets must include your name and the relevant section number. Retain a copy of your application form for your future reference. Remember that your application is the first point of contact with PATH (Scotland) and Disabled Persons Housing Service (Fife), and so should create a good impression. Bear in mind also, that you will be competing for this traineeships with many other applicants.

Copies of the application pack can be downloaded from the Vacancies & Opportunities section of the PATH (Scotland) Website: www.pathscotland.org.uk

Please return the completed application form, before the closing date, to:

recruitment@pathscotland.org.uk

or PATH Scotland, 19 Lynedoch Crescent, Glasgow G3 6EQ

*Applications received after the stated date will **not** be considered.
Please note that we do not accept CVs.*

Please note: Sections 1 & 2 will be removed from the application prior to short-listing applicants for interview.

| | |
|------------------------------|---|
| Traineeship Reference | <input type="text" value="2019/001"/> |
| Name of Traineeship | <input type="text" value="Housing Trainee – Disabled Persons Housing Service (Fife)"/> |
| Closing Date | <input type="text" value="Wednesday 3<sup>rd</sup> April 2019 at 12.30pm"/> |

1 Personal Details

| | |
|-------------------|--------------------------------------|
| Full Name | <input type="text"/> |
| Address | <input type="text"/> |
| | Postcode <input type="text"/> |
| Home Tel | <input type="text"/> |
| Mobile Tel | <input type="text"/> |
| Email | <input type="text"/> |
| Work Tel | <input type="text"/> |

2 General

Can we ring you at work? YES NO

Are you available on the proposed interview dates? YES NO

Are there any arrangements or adjustments that we should make for you if you are called for interview? Please give details below.

When would you be able to take up a new appointment?

Please give details of any criminal convictions that are not "spent" as defined by the Rehabilitation of Offenders Act 1974.

Do you have a full driving licence? (please note that some placements may require a car user due to location)

2 General - continued

Are you related to any member of staff, committee, consultant or supplier to PATH (SCOTLAND) or Disabled Persons Housing Service (Fife) within which this Traineeship will be based? If yes, please provide details.

Eligibility to Work

Are you a UK EU/EEA Citizen?

YES NO

If No, are you eligible to work in the UK without a work permit?

YES NO

If No, please indicate the basis on which you are eligible to work in the UK, including any relevant dates.

Disclaimer Please tick box if you do not want your contact information to be passed onto other agencies (e.g. local Regeneration Agencies) who may assist you with future employment / training opportunities

3 References – please give contact details of two referees

Reference 1

(Must be your present or most recent employer)

Reference 2

Name

Name

Job Title

Job Title

How does this person know you?

How does this person know you?

Organisation

Organisation

Address (inc. postcode)

Address (inc. postcode)

Daytime Tel

Daytime Tel

Mobile

Mobile

Email

Email

Please note that references will NOT be taken up prior to interview.

4 Present Employment *(or, if now unemployed, details of last employment)*

Employer's name From To

Address Job Title

Type of Business

Current Salary

Please describe your main responsibilities and achievements while in this job.

Please give your reasons for seeking a training position

5 Previous Employment *(continue on a separate sheet if necessary)*

Please give details of your previous paid or unpaid work starting with the most recent first.

| Dates (from & to) | Name & Address of Employer | Salary | Job Title/Duties | Reason for Leaving |
|----------------------------------|---|---------------|-------------------------|-------------------------------|
| | | | | |
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6 Other Commitments

Do you have any business commitment which makes demands upon your time or which have the potential to represent a conflict of interest with the traineeship you are applying for? If so, please give a brief description.

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7 Relevant Requirements for the Job

Please describe how your experience, knowledge and skills meet our requirements detailed in the person specification. Please continue on no more than one additional page.

TRAINING

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EXPERIENCE

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KNOWLEDGE

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SKILLS AND ABILITIES

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8 Education and Qualifications. *Please list any relevant qualifications obtained*

| Subject | Class/Grade Result | Qualifications Obtained |
|---------|--------------------|-------------------------|
| | | |

**Please list any professional qualifications gained. Please give the level of membership achieved, and the date completed.
Please also list any training undertaken at or outside work.**

9 Other Information

Please supply any other information about yourself that you feel will support your application

10 Declaration

I confirm that:

- a) To the best of my knowledge the information given in this application form is correct and complete.
- b) I am not related in any way to a committee member of PATH (SCOTLAND)

I understand that the provision of false information could result in disciplinary action and lead to dismissal.

Name

Signed

Date

PATH (Scotland) Equal Opportunities Information

We are committed to ensuring that PATH (Scotland) is truly open to all members of the community. To help us monitor the effectiveness of both our advertising and application process, we would be grateful if you would complete this form and return it with your application. This form will be detached from your application form. No information from this form will be used in the assessment of your application.

Position Applied for: **Housing Trainee – Disabled Persons Housing Service (Fife)**

Where did you see the position advertised?

Gender Identity **Female** **Male**

Do you consider yourself to have a disability? **YES** **NO**

Ethnic Category: How would you describe your ethnic origin?

Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups i.e. UK citizens may belong to any of the groups below. Please tick the category which you feel describes your ethnic origin.

| | |
|--|--|
| White | <input type="checkbox"/> Scottish <input type="checkbox"/> English <input type="checkbox"/> Welsh <input type="checkbox"/> Irish <input type="checkbox"/> Any other white background |
| Mixed | <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background |
| Asian, Asian British, Asian Scottish | <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background |
| Black, Black British, Black Scottish | <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background |
| Chinese, Chinese British, Chinese Scottish | <input type="checkbox"/> Chinese |
| Other ethnic background | <input type="checkbox"/> Any other ethnic background |
| Which age group do you fit into? | <input type="checkbox"/> under 18 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-34 <input type="checkbox"/> 35-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 54+ |