



Family and Community
Development West Lothian

Application Pack

The Family & Community Development West Lothian (FCDWL) application pack consists of 4 parts:

Part A	Application Form
Part B	Equal Opportunities Monitoring Form
Part C	Self-Declaration Form
Part D	Terms and Conditions Information Sheet

All 3 forms (**A**, **B** and **C**) can be returned to:

Post: Broxburn Family Centre, 1-3 Henderson Place, Broxburn, West Lothian, EH52 6EY.

Email: louise@fcdwl.org

However (if posting):

Part B should not be seen by anyone involved in the recruitment process. It should be placed inside the main envelope in a sealed envelope marked 'Equal Opportunities Form.'

Part C will be treated in the strictest confidence, and should be placed inside the main envelope in a sealed envelope marked 'Self-Declaration Form.' This envelope will only be opened if you are selected for interview.

Part D is for your information only.

Application Form



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Please use **BLOCK CAPITALS** and black ink or typescript. Please note, **C.V.s** will not be considered.

Post applied for:	Where did you see the post advertised:
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PERSONAL DETAILS

Initials	Surname		
Address		Home Tel No	
		Mobile No	
Postcode		Email Address	

EDUCATION AND PROFESSIONAL QUALIFICATIONS

From -To	Secondary Schools, Colleges, Polytechnics, Universities and other Institutions (indicate if full or part time).	Qualifications

From - To	Other Qualifications/Membership of Professional Bodies with levels attained.

OTHER TRAINING COURSES

Training courses, with dates.

PRESENT/MOST RECENT EMPLOYMENT

Employer's Name and Location	
Position	Date Appointed
Salary	Additional Benefits
Notice Required	Reason for Leaving
Please outline your duties and responsibilities.	

EMPLOYMENT HISTORY - most recent employer first

From - To	Employer's Name and Location	Post Held	Reason for Leaving

INFORMATION IN SUPPORT OF APPLICATION

This section is critical to your application. Please ensure you review the person specification then highlight, with examples, the essential skills and qualities which you would bring to this role. Then included any additional information you think will enhance your application that is relevant to the job tasks and activities noted in the Job Description.

VOLUNTARY WORK - please describe any relevant voluntary work, with dates

From - To	Description	Reason for Leaving

TECHNICAL SKILLS

Please list any software packages you are familiar with, including word processing packages, databases, spreadsheets and internet software. Please also state your level of competency with each.

REFERENCES

Name, address and telephone number of two referees. One should be your current or most recent employer. Please indicate with a cross in the box if you do NOT wish us to approach either of the referees before interview.

Name & Position	<input type="checkbox"/>	Name & Position	<input type="checkbox"/>
Address		Address	
Postcode		Postcode	
Tel No		Tel No	

OTHER INFORMATION

Have you had any health problems which would impair your ability to carry out the job applied for?	Yes / No
If Yes, please specify:	
Do you hold a current driving licence?	Yes / No
How did you learn of this vacancy?	
Are you physically and mentally fit to work with children?	Yes / No

DECLARATIONS

I declare that to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is true and correct. I understand that a false statement may result in termination of an appointment from this application.

Signed Date

**Please return this form to: Broxburn Family Centre, 1-3 Henderson Place, Broxburn, EH52 6EY
or email julie@fcdwl.org**



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Equal Opportunities Monitoring Form

FCDWL accepts its responsibility as an equal opportunities employer, and has adopted an Equal Opportunities Policy. Our aim is to ensure the fair and equal treatment of all job applicants, and to meet the requirements of equal opportunities legislation. You are therefore requested to complete fully the questions below, and return this Monitoring Form in a separate envelope marked 'Equal Opportunities Form'. This will ensure that the details on the form are not seen by any person involved in the recruitment process.

We wish to give you the following assurances in relation to the information you provide:

- The data from this form will only be used to help us monitor the effectiveness of our Equal Opportunities Policy, and will not be used in any way in connection with shortlisting.
- The Monitoring Form will be received by an individual who is not in any way involved in the recruitment process.

**Please complete
the following details in
block capitals, answering
all of the questions.**

Job applied for

What is your ethnic group?

- A White
- Scottish
- Other British
- Irish
- Any other White background
(please specify)
- _____

- C Asian, Asian Scottish or Asian British
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background
(please specify)
- _____

- B Mixed
- Any mixed background
(please specify)
- _____

- D Black, Black Scottish or Black British
- Caribbean
- African
- Any other Black background
(please specify)
- _____

- E Other ethnic background
- Any other background (please specify)
- _____

(Please note these classifications are recommended by the Commission for Racial Equality)

Please tick the appropriate answers:

Sex: Male Female

Do you consider yourself to have any disabilities? Yes No

Age group: Under 25
 25 – 34
 35 – 44
 45 – 54
 Over 54



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Self-Declaration Form

Private and Confidential

It is the policy of FCDWL that all applicants for posts which involve direct contact with children and young people, whether paid or unpaid, are required to complete a Self-Declaration Form. Please read the following guidance notes, before completing this form.

Guidance Notes

FCDWL is obliged by law to ask all applicants for a post requiring a PVG membership to give information relating to:

Part 1 Previous Convictions

Part 2 Disciplinary action relating to behaviour to children and young people

Part 3 Police Investigations

It is vital that you complete this form accurately and honestly. The information you provide will be used to make an informed decision regarding your suitability for the post to which you have applied. Please ensure that you sign the declaration at **Part 4** and **Part 5**. Following an interview, we will check the information you have given us, with your PVG membership.

Part 1: Details of Previous Convictions (including spent convictions)

Date(s) of conviction(s):

Court(s) where your conviction was heard:

Type of offence(s):

Sentence(s) received:

Please give details of the reasons and circumstances that led to your offence(s):

Please give details of how you completed the sentence(s) imposed. For example, did you pay your fine(s) as required; what conditions were attached to your probation/community service/supervised attendance order(s); did you comply with the requirements of your custodial sentence(s)?

Have any other organisations supported you to work through any of the above difficulties/issues?

What have you learned from your experience?

Part 2: Details of any disciplinary action relating to behaviour to children and young people

Have you been disciplined because of inappropriate behaviour towards a child or young person which may have harmed them or put them at risk of harm?

YES/NO

If YES, please give details.

Part 3: Police Investigations - this should include relevant police non-conviction information (e.g. police cautions, procurator fiscal fines, and dropped charges)

Date of investigation(s):

Police Division(s) involved:

Details of investigation(s):

Please give details of the reasons and circumstances that led to your investigation(s):

Disposal(s) if known:

Are you or have you ever been known to any Social Work Department/Social Services Department (in England or Wales) as an actual or potential risk to children?

YES/NO

If YES, please give details.

Part 4: Protection of Children (Scotland) Act 2003, Self Declaration

Before answering the question below, please read the following notes

Under Section 11 of the Protection of Children (Scotland) Act 2003, an individual who is disqualified from working with children will commit an offence if they apply for, offer to do, accept, or do any work in a child care position. An organisation will also be guilty of an offence if they knowingly employ, whether paid or unpaid, a disqualified person in a child care position.

Under Section 17 of the Protection of Children (Scotland) Act 2003, a person is disqualified from working with children if they are:

- Included (otherwise than provisionally) in *the Disqualified form Working with Children List* established under Section 1(1) of the Protection of Children (Scotland) Act 2003;
- Included (otherwise than provisionally) in the *List kept under Section 1 of the Protection of Children Act 1999*.
- On List 99 and subject to direction under subsection (1)(a) of Section 142 (prohibition from teaching etc.) of the Education Act 2002 given on the grounds mentioned in subsection (4)(b) of that section, not to carry on work to which that section applies;
- Subject to a Disqualification Order with the meaning of the Criminal Justice and Court Services Act 2000.

To help us ensure that we are complying with the new child protection laws, please complete the following declaration.

*I confirm that I am **not** subject to any of the disqualifications set out in Section 17 of the Protection of Children (Scotland) Act 2003.*

OR

I am the subject of a disqualification from working with children under Section 17 of the Protection of Children (Scotland) Act 2003.

Signed: _____

Signed: _____

Date: _____

Date: _____

Part 5: Declaration

- *I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.*
- *I give my consent to FCDWL to requesting references for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority.*
- *I agree to inform FCDWL if I am convicted of an offence after I take up any post within the charity. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my services.*
- *If I am appointed to a post, I agree to abide by the Charity's Code of Conduct and Child Protection Policy and Procedures.*
- *I agree to abide by the conditions above and certify that the information contained in this form are true and correct to the best of my knowledge, and I realise that false information or wilful omissions may lead to the immediate suspension of my work with children and/or the termination of my services.*

Signed: _____ **Date:** _____

Please note that any the information you provide will be treated in the strictest confidence. Please seal this form in a clearly marked envelope and return with your completed application form. This envelope will be opened only if you are selected for interview, otherwise it will be returned to you unopened. Your completed Self-Declaration Form will only be seen by those who have a responsibility for recruiting staff and volunteers.

Terms & Conditions

Hours	As detailed in attached documentation.
Holiday entitlement	Holiday year from March-March 35 days annual leave inclusive of office closures Holidays pro rata for part-time staff.
Pension Scheme	FCDWL operates a contributory pension scheme.
Designated Car Post	The mileage allowance for employees using own cars is 45p per mile
Probationary Period	6 months Employees will only qualify for annual increments once this 6 month probationary period has been successfully completed.
Sickness Provision	One year's service or less: One month full pay followed by one month ½ pay. Up to: Five year or more service: 6 months full pay followed by 6 months ½ pay.
Salaries	Paid on 28 th of each calendar month.
Registrations	PVG membership will be required prior to any offer of employment. SSSC registration is a requirement for this post and must be in place within 3 months of employment commencing.

Pre-employment Checks – all candidates are asked to complete a self-declaration form.