**Part 2**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Applicant name: |  |
| Home address: |  |
| Postcode: |  |
| Email: |  |
| Tel. number: |  |
| Mobile number: |  |

**REFERENCES**

Please give details of two relevant referees, one of whom must be your current or most recent employer

|  |  |
| --- | --- |
| Title/name: | Title/name: |
| Position: | Position: |
| Working relationship/dates(s): | Working relationship/dates(s): |
| Address: | Address: |
| Postcode: | Postcode: |
| Tel. number: | Tel. number: |
| Email: | Email: |

**CONFIDENTIAL DISCLOSURE OF CRIMINAL CONVICTIONS**

|  |  |
| --- | --- |
| Applicant name: |  |
| Position applied for: |  |
| Ref no: (for HR use) |  |

As a potential employee of UHI, an educational establishment, the post may involve contact with young people under the age of 18 and vulnerable adults. The post is therefore covered by the Exemptions Order to the Rehabilitation of Offenders Act 1974 and certain spent convictions have to be declared.

UHI is a registered body with Disclosure Scotland and complies with their Code of Practice.

Any information you provide will be treated as strictly confidential and will be considered only in relation to the application you have made.

Disclosure of a conviction or caution does not necessarily mean that you will not be appointed; a person’s suitability will be looked at as a whole in light of all the information available - a main consideration will be whether the offence is one which would make a person unsuitable to work in a capacity which provides the opportunity for access to young persons or vulnerable adults. Please enter the details of any conviction or caution order below and use a separate sheet if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date and nature of offence | Where offence occurred | Court/date of conviction (D/M/Y) | Sentence |
|  |  |  |  |
| A check will be made against the successful candidate to verify the information provided above. This will involve UHI North Highland obtaining a Protection of Vulnerable Groups (PVG) Certificate from Disclosure Scotland. | | | |

**EQUALITY MONITORING FORM**

UHI North Highland is committed to equality and diversity in employment. To monitor and ensure the effectiveness of this, all applicants are asked to complete the equality and diversity monitoring information below.

Any information given will be treated in the strictest confidence, and will be used solely for the purpose of monitoring.

The information you disclose will be separated from your job application upon receipt and will not be considered as part of the shortlisting or appointment process. The monitoring form will be viewed by the HR department only and will not be seen by the recruiting panel.

Please select as appropriate:

|  |  |  |  |
| --- | --- | --- | --- |
| Gender: | * Male * Female * Transgender | Marital Status: | * Single * Married * Civil Partnership * Cohabiting * Other * Prefer not to disclose |
|  | | | |
| Gender Reassignment | * Yes * No * Prefer not to disclose | Age: | * 16-24 * 25-39 * 40-60 * 60+ * Prefer not to disclose |
|  | | | |
| Sexual Orientation: | * Bisexual * Gay * Heterosexual * Lesbian * Other * Prefer not to disclose | Religion/Belief: | * Christian * Buddhist * Hindu * Jewish * Muslim * Sikh * Spiritual * None * Other * Prefer not to disclose |
|  | | | |
| Ethnic Origin: | White   * Scottish * English * Welsh * Irish * Other white background   Asian / Asian British   * Indian * Pakistani * Bangladeshi * Chinese * Other Asian background | Black / African / Caribbean / Black British   * Caribbean * African * Other black background   Other ethnic group   * Arab * Other ethnic group | Mixed / Multiple ethnic groups   * White & black Caribbean * White & black African * White & Asian * Other mixed background |
|  | | | |
| Nationality | * Scotland * England * Wales * Northern Ireland * British | * Other EU Country nationals | * Other Non-EU world country nationals |

|  |  |  |  |
| --- | --- | --- | --- |
| First or Preferred Language | * English * Gaelic * British Sign Language (BSL) * Any other national language | * Prefer not to disclose |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Please select all that apply to your knowledge of Gaelic language | * I can understand spoken Gaelic * I can speak some Gaelic * I can fluently speak Gaelic * I can read Gaelic | * I can write Gaelic |  |

**REASONABLE ADJUSTMENTS**

Do you consider yourself to have a disability that would require North Highland UHI to make special arrangements/reasonable adjustments for you to apply for this post or to attend interview?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer Not to Disclose |  |

Please tick:

**DECLARATION**

The information on this form will be used in accordance with the Data Protection Act 1998 to consider your application for employment with UHI North Highland and, if appointed, may be processed by computer or for the basis of manual records.

If used to produce summary statistics, it will not be possible to identify individuals and your consent would be required for the information being used for these purposes.

Providing false or misleading information anywhere on your application will disqualify you from appointment or if appointed, will render you liable to dismissal without notice.

By signing below, you declare that the information you have given is true and accurate to the best of your knowledge.

|  |  |
| --- | --- |
| Signed:  *(If submitting electronically, please type your full name)* | Date: |

**Both parts of this application form should be e-mailed to:** [**hr.nwh@uhi.ac.uk**](mailto:hr.nwh@uhi.ac.uk)

**HOW DID YOU HEAR ABOUT THIS JOB?**

To help us ensure we are reaching all potential employees, please let us know how you heard about this job:

|  |  |  |
| --- | --- | --- |
| I am a current employee |  |  |
| UHI North Highland UHI website |  |
| Social Media – Facebook, Twitter, etc. |  |
| Other (please specify) | |