|  |  |
| --- | --- |
| A logo with blue and orange lines  Description automatically generated | *APPLICATION FORMFOR EMPLOYMENT* |
| (Please complete in type or black ink) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Job Title* |  |  | *Closing Date* |  |

# *PERSONAL DETAILS*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Surname* |  |  | *AddressPostcode* |  |
|  |  |
| *Initials* |  |  |

|  |  |
| --- | --- |
| *Telephone (Include STD Code)* |  |
| *Business* |  | *Home* |  |

|  |  |
| --- | --- |
| *National Insurance Number* *(Please see enclosed Guidance Notes for Applicants)* |  |

# *OTHER INFORMATION*

|  |  |
| --- | --- |
| Where did you see this job advertised? |  |

|  |  |
| --- | --- |
| What period of notice does your present employer require? |  |

### Please delete as necessary

|  |  |
| --- | --- |
| Do you have the right to work in the UK? | *Yes / No* |
| Do you hold a current full UK driving licence or equivalent? This question will only be considered if a driving licence is a requirement in the Job Advert.  The Council is committed to making reasonable adjustments, therefore, your application will still be considered if you are unable to drive due to a disability.   | Yes / No */ No due to a disability* |
| *Do you have a car?* | Yes / No |
| Are you related to any Councillor or Senior Official of the 4 Councils? | Yes / No |

Canvassing of Members or Officers of the Councils or TACTRAN directly or indirectly in connection with any appointment shall disqualify the applicant.

# *CURRENT OR MOST RECENT JOB*

|  |  |  |
| --- | --- | --- |
| *Post Held* |  |  |
| *Employer’s Name and Address* |  |
|  |  |
|  |  |
| *Salary/Pay Scale* |  | *Current Annual Salary / Weekly Pay(Delete as appropriate)* |  |
|  |  |
| Date of Start |  | *Date of Finish (if appropriate)* |  |
|  |

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| --- |
| *4 PREVIOUS EMPLOYMENT (State most recent first)* |
| *Employer’s Name & Address* | *Job Title* | *Date of Start* | *Date of Finish* |
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|  |  |  |  |
| *5 EDUCATION (Please state all relevant qualifications gained at school or equivalent subjects, grades and dates)* |
| *Subject* | *Grade* | *Date* | *Subject* | *Grade* | *Date* |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| *University, College attended for Professional or Technical Qualifications* | *Qualifications Obtained (with grades & Dates)* |
|  |  |
|  |  |
|  |  |
|  |  |
| *6 MEMBERSHIP OF PROFESSIONAL INSTITUTIONS* |
|  |
| *Details of Relevant Training Courses not leading to a Qualification* |
|  |
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|  |
|  |
| *7 SUPPORTING STATEMENTPlease state why you want this job and give details of your skills and experience which are relevant to this job. (Please attach a separate sheet if necessary). If you have not worked, please state why you consider yourself suitable for this appointment.* |
|  |

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| *JOB SHARING**(Please see enclosed Guidance Notes for Applicants)* |
| *Are you applying on a job share basis? (Delete as necessary)* | Yes / No |
| *If yes, please state preferred employment arrangements (days/hours)* |
|  |  |  |
|  |  |  |

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| *GUARANTEED JOB INTERVIEW SCHEME FOR PEOPLE WITH DISABILITIES**(Please see enclosed Guidance Notes for Applicants).* |
| *If you have a disability and can offer the skills and experience for the job, we will guarantee you an interview.*  |
| *Do you wish to declare you have a disability (Delete as necessary)* | Yes / No |
| *If ‘Yes’, please give any information which may be relevant to your ability to carry out the duties of the job.* |
|  |  |  |
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| --- |
| *10 REFERENCES****If you have worked, at least one of your referees must be your current or most recent employer.*** |
| *1 Name* *Address* |  | *2 Name* *Address* |  |
|  |  |
|  |  |
|  |  |
|  |  |
| *Relationship to applicant*  | *Relationship to applicant*  |
| *Please tick the box if you do not wish your referees to be contacted without prior notification. It is our normal practice to request references prior to interview.* |
| *Referee 1* |  | *Referee 2* |  |

# *CRIMINAL CONVICTIONS*

If you are successful in the final selection, you will be required to undergo a basic Disclosure Scotland check as you will have access to Public Access Network..

# *DECLARATION*

I declare that, to the best of my knowledge, the information given in this application form is true and correct

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# *DATA PROTECTION*

The Information provided by you will be used to assist with the process of recruitment in accordance with TACTRAN’s Recruitment and Selection guidelines. In terms of the Data Protection Act 1998, you are entitled to know what personal information TACTRAN hold about you, on payment of a fee of £10. Application should be made to the Office Manager, TACTRAN, Bordeaux House, 31 Kinnoull Street, Perth, PH1 5EN

# *CONSENT*

# *I consent to the use of my personal information for the above stated purposes.*

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# *Please return your completed application form to:*

*Ashley Roger, Office Manager, Tactran* *ashleyroger@tactran.gov.uk*

# NOTES FOR APPLICANTS

Please read these notes carefully before completing the application form.

## Application Form Completion

Please complete the application form in type or black ink (for photocopying purposes) and return it to Office Manager at the address given under “General Enquiries”.

## Advertised Closing Dates

Please make every effort to return your application by the advertised closing date although we will consider applications which arrive after that date. If we receive your application before shortlisting has taken place, it will be considered along with all other applications we receive up to that point in time. If, for any reason, your application arrives after the short-list has been decided, we will consider your application but only if, following interviews etc, we are unable to make an offer of employment. Whatever the circumstances, we will inform you of the final outcome of your application.

## Equal Opportunities in Employment

Tactran is committed to appointing the best person for the job and ensuring that all job applications are considered solely on merit. Tactran is also committed to taking measures to ensure that its workforce is representative of all sections of the community it serves.

To help us access how we are progressing towards these objectives, please complete the monitoring form enclosed. Information given in this form will be used for statistical purposes only and will be dealt with separately from the rest of your application. Although you are not obliged to complete the monitoring form, your co-operation will be very useful.

## National Insurance Number

With effect from 27 January 1997 when Section 8 of the Asylum & Immigration Act 1996 came into force, employers must ensure that any prospective employee is legally entitled to live and work in the UK. In most cases, documentary evidence (eg P45, P60, payslip) of a National Insurance Number (NI No) will suffice. If you do not have an NI No but you are entitled to live and work in the UK, there are other documents which you can supply if asked to attend for interview, to provide the necessary evidence. If you have any queries, please contact TACTRAN.

## Job Sharing

Tactran views job sharing as a way of increasing the number and range of opportunities for people who find full-time work impracticable. The job advertisement and job description will indicate whether or not the job is suitable for such an arrangement. If so, duties and responsibilities may be shared by two or more employees. Pay and other benefits will be shared in proportion to the hours that each person works, the general principle being that job-sharers have the same conditions of service pro-rata as full-time employees.

Guaranteed Job Interview Scheme for People with Disabilities – please see page 2

## Complaints Procedure

If you believe at any stage in the recruitment/selection process that you have been unfairly disadvantaged or discriminated against, please write to the Partnership Director of Tactran. Your complaint will be fully investigated and you will receive a statement of the outcome of the investigation.

## General Enquiries

If you require any further advice about completing the application form or about our recruitment/selection procedures, please contact: Office Manager, Bordeaux House, 31 Kinnoull Street, Perth, PH1 5EN, telephone 07919 880826.

**GUARANTEED JOB INTERVIEW SCHEME**

**(For People with Disabilities)**

Tactran is committed to positive action in the recruitment and employment of people with disabilities. We guarantee an interview to any applicant who has a disability whether or not registered, and who meets the essential selection criteria for that job. We also offer access to the services of the Employment Disability Unit (EDU) to anyone applying for a job via the Guaranteed Job Interview Scheme who is unsuccessful.

## Information about your Disability

On page 4 of the application form, we ask you to give any information about your disability, relevant to the job for which you are applying. Please regard this as a positive opportunity to let us give you any help or support you believe you may need, by outlining any aspect of the job which may present some difficulty, and any suggestions you may have for overcoming them (attach a separate sheet if necessary).

This information is valuable because it will enable us to consider your application on its merits and to avoid the risk of making assumptions about the disability. In some cases, the information you provide will also be important in terms of Health & Safety, access to work locations, or alerting us to any potential need for aids / adaptations in the workplace.

If you are offered an interview, please contact TACTRAN if you require particular facilities to enable you to fully utilise the interview as an opportunity to present yourself to best advantage.

**Selection Criteria**

Selection is based on identifying the person with the attributes ie skills, experience, qualifications and personal qualities which best meet the nature / demands of the job. Every job is unique, requiring a different level or breadth of skills etc. To ensure we accurately identify the attributes necessary for any job, we divide the selection criteria into two categories:

* essential i.e.: those attributes without which a person will be unable to carry out the duties of the job
* desirable i.e.: those attributes which will be very useful but which are not essential.

Under the Guaranteed Job Interview Scheme, we will ensure that, if you meet the essential selection criteria alone, you will have the opportunity to attend for interview.

**EMPLOYMENT SUPPORT SERVICES**

The Employment Support Services helps people with disabilities, health problems and other significant barriers to find and sustain employment and offers an extensive range of services via Job Clubs in Arbroath, Dundee and Perth including employment/careers counselling and advice on applying for jobs/attending interviews. All support is provided free and individuals are given access to telephones, photocopiers, stationery, typewriters, word processors, Braille printer and other specialist equipment, essential for a thorough job-search.

For more information, please contact the Employment Support Services at:

Angus Employability Partnership, County Buildings, Market Street, Forfar, DD8 3ED tel: 01307 472333 skillsteam@angus.gov.uk

Dunsinane Avenue, Dundee, DD2 3QN, tel: 01382 436377 or employmentsupportservice@dundeecity.gov.uk

41d St Catherine’s Road, Perth, PH1 5SJ, tel: 01738 477638 or HCCEmploymentsupport@pkc.gov.uk

Learning & Employability Team, Stirling Council, Teith House, Kerse Road, Stirling, FK7 7QA, tel: 01786 237517 or learningandemployability@stirling.gov.uk

<http://www.employabilityinscotland.com/>

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP**

**EQUAL OPPORTUNITIES MONITORING FORM**

The Equality Act (2010) requires designated Public Bodies to collect employment data for monitoring purposes. As a designated body, Tayside and Central Scotland Transport Partnership (Tactran) is committed to ensuring compliance with its statutory duties in relation to equalities and to promoting equality in employment generally. To assist in meeting our equalities duties and commitments all employees are requested to provide relevant personal information, which assists Tactran to meet its statutory equalities monitoring obligations.

All data is stored securely and access to personal information is to authorised personnel only. The outcomes of monitoring are analysed to identify trends and enable appropriate actions to be implemented as part of workforce planning arrangements.

***Please answer the following by ticking the appropriate boxes***

1 **Nationality** – Which of the following options best describes your Nationality? Please tick only one box in this section

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **UK Citizen** |  | **EEA National** |  | **Commonwealth Citizen** |  | **Other Nationality** |  |

2 **Ethnic Group** – What is your Ethnic Group? Choose **ONE** section from A to F and then tick **ONE** box which **best describes** your ethnic group or background. Alternatively if you do not wish to provide this information you should tick section G.

|  |
| --- |
| **Section A: White** |
| Scottish |  |
| English |  |
| Northern Irish |  |
| Welsh |  |
| Other British |  |
| Irish |  |
| Gypsy Traveller |  |
| Polish |  |
| Other white ethnic group (please state) |  |
| **Section B: Mixed or Multiple Ethnic Groups** |
| Any Mixed or Multiple Ethnic Group (please state) |  |
| **Section C: Asian, Asian Scottish or Asian British** |
| Pakistani, Pakistani Scottish, Pakistani British |  |
| Indian, Indian Scottish or Indian British |  |
| Bangladeshi, Bangladeshi Scottish or Bangladeshi British |  |
| Chinese, Chinese Scottish or Chinese British |  |
| Other (please state) |  |
| **Section D: African** |
| African, African Scottish or African British |  |
| Other |  |
| **Section E: Caribbean or Black** |
| Caribbean, Caribbean Scottish or Caribbean British |  |
| Black, Black Scottish or Black British |  |
| Other (please state) |  |
| **Section F: Other Ethnic Group** |
| Arab, Arab Scottish or Arab British |  |
| Other (please state) |  |
| **Section G: Choose not to disclose** |
| Choose note to disclose |  |

As at 1 January 2007 the EEA nations are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

3 **Gender** – I am:

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Non-Binary |  |
| Prefer not to say |  |

4 **Age Group** – I am

|  |  |
| --- | --- |
| Age 16 – 24 |  |
| Age 25 – 34 |  |
| Age 35 – 44  |  |
| Age 45 – 54 |  |
| Age 55 – 64 |  |
| Age 65+ |  |

5 **Marital Status** – I would describe myself as:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Married |  | Single |  | Widowed |  |
| Civil Partnership |  | Separated |  | Other |  |
| Living with Partner |  | Divorced |  |  |

6 **Do you consider yourself to have a Disability?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Choose not to disclose |  |

7 **Religion or Belief** – I would describe my religion or belief as:

|  |  |
| --- | --- |
| None |  |
| Church of Scotland |  |
| Roman Catholic |  |
| Other Christian (please state) |  |
| Muslim |  |
| Bubbhist |  |
| Jewish |  |
| Hindu |  |
| Any other religion or belief (please state) |  |
| Choose not to disclose |  |

8 **Sexual Orientation** – I would describe my sexual orientation as:

|  |  |  |  |
| --- | --- | --- | --- |
| Bisexual |  | Other |  |
| Gay / Lesbian |  | Prefer not to answer |  |
| Heterosexual/straight |  |  |  |

***DATA PROTECTION***

The information provided by you will be used for assessing, monitoring and statistical analysis of the equal opportunity trends in employment. In terms of the Data Protection Act 1998, you are entitled to know what personal information Tactran holds about you. Any personal application for information should be made to the Partnership Director.

***CONSENT***

I consent to the use of my personal information for the above stated purposes.

Name: ………………………………………………………………………………………………………………… (Please print)

Signature : ………………………………………………………………………………………… Date: …………………………….

Certified: May 2017 Last Revised: May 2017