

# **DECLARATION FORM**

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| **Position applied for:** |  |

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| **CONTACT DETAILS** |
| **Surname** |  |
| **First name** |  |
| **Address** |  |
| **Postcode** |  |
| **Mobile number** |  |
| **Home number** |  |
| **Work number** |  |
| **Email address** |  |
| **Reason for leaving most recent employment** |  |
| **Current notice period** |  |
| **Salary and other benefits/payments** |  |

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| **RECRUITMENT & SELECTION PROCESS** |
| **EQUALITY ACT 2010** |
| We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview?  | Please provide details: |
| **DISABILITY CONFIDENT SCHEME** |
| As part of our commitment to Equal Opportunities, we have been awarded Disability Confident Employer status for disabled candidates. In order for us to comply with our award, we offer a guaranteed interview scheme for all disabled candidates that meet all the essential criteria. If you would like your application to be considered on this basis, please tick the box.I would like my application to be considered under the Disability Confident Scheme.  |  |
| **ASYLUM & IMMIGRATION ACT 2006** |
| The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act. | Do you currently have the right to work and live in the EU? **YES/NO** (please delete as appropriate) |
| **DATA PROTECTION** |
| Information from this application will be processed for purposes permitted under the General Data Protection Regulations. Individuals have, on written request, the right to access their personal data held on them.Information about how your data is used, and the basis for processing your data is provided in Clyde Valley Group’s job applicant privacy notice that can be found on our website. |  |
| **DECLARATION** |
| I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice. | **Signed:** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **RELATIONSHIP TO STAFF MEMBERS** |
| If you are related to any employee of Clyde Valley Group or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details:  |  |
| **RELATIONSHIP TO COMMITTEE MEMBERS** |
| If you are related to a Committee member of Clyde Valley Group or anyone who has been a Committee member in the last 12 months, please provide details: |  |
| **REHABILITATION OF OFFENDERS ACT 1974** |
| The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made. |  |
| **CANVASSING** |
| Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal. |  |

**EQUAL OPPORTUNITIES MONITORING FORM**

 **(Completion of this form is voluntary and the contents will remain anonymous)**

Clyde Valley Group is committed to equal opportunities in employment, regardless of: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race (including colour, nationality ethnic or national origins and citizenship), religion/belief, sex and sexual orientation.

**If you wish** to assist us in achieving a diverse workforce, and advertising our vacancies appropriately, please complete the following questionnaire.

If you do not wish to complete the form, this will have no bearing on any selection decisions.

All information will be treated in the strictest confidence, processed anonymously and separately from any application form you submit. The information will not be provided to or shared with the shortlisting or interview panel.

**Gender:** Female Male Trans Gender

**Disability: Do you consider yourself to have a disability/special needs?**

 Yes No

**Ethnic Origin: Please choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.**

**A White B Mixed C Asian or Asian D Black or Black**

 English Any mixed Indian Caribbean

 Scottish background Pakistani African

 Welsh Bangladeshi Other black

 Irish Chinese

 Polish Other Asian

 Gypsy Traveller

 Other white

**E Other ethnic group**

 Prefer not to say

 Arab, Arab Scottish/British

Any other ethnic group (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion:** I would describe my religious background/belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 None I prefer not to say

**Sexual Orientation:**

 Bi-sexual Gay/Lesbian Heterosexual/Straight Prefer not to say

**Age:** **Please indicate your age group.**

 16 - 24 25 - 34 35 - 44 45 - 54 55 - 64 65 & over

**Where did you see this post advertised?**

 Herald S1jobs.com EVH Bulletin EVH Website

 Word of mouth Internal Notice Other: If other please state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_