

My Ref: *New App Letter*
Telephone: *0141 840 8203*
Fax: *0141 840 8200*
Date *As Postmark*

Dear Applicant

Thank you for requesting the enclosed application for employment recruitment pack, which contains an application for employment form job description and person specification for the post. Guidance notes are attached which will help you complete the application form.

When completing the application form, please make sure that you clearly give the name of the position you are applying for and hours of work, (when appropriate). You will find this information in the advert for the position and it will help us to make sure that we consider your application for the correct position.

The information provided on your application form will be used in our shortlisting process, therefore, please ensure you reflect the essential and desirable criteria where appropriate. Please do not enclose a curriculum vitae as an alternative.

The enclosed Equal Opportunities Monitoring form should also be completed and returned.

Successful applicants may be required to become a PVG Scheme member.

Thank you for your interest in this vacancy.

Yours sincerely

Ann Marie Garczewski
Personnel Officer

CONFIDENTIAL
EQUAL OPPORTUNITIES MONITORING FORM



Renfrewshire Leisure Ltd is committed to ensuring that fair practices are adhered to throughout the recruitment process and that no applicant should be treated less favourably on any grounds including gender, race, colour, nationality, ethnic or national origins, marital status, disability, sexuality or age.

Your assistance would be appreciated in providing information which will be treated in the strictest confidence and will be used simply to provide a statistical profile of the applicants for each job. The information will not be made available to any person who is involved in the selection process. Thank you for your co-operation.

PLEASE TICK APPROPRIATE BOX

Sex

- Male
- Female

Marital Status

- Married
- Not Married

Disability

- Disabled
- Not Disabled

Age

- Under 21 years
- 21 - 30 years
- 31 - 40 years
- 41 - 50 years
- 51 - 60 years
- Over 60 years

What is your ethnic group ? Choose one section from A to E to indicate your cultural background.

A White

- Scottish
- English
- Welsh
- Other British
- Irish
- Any other white background
please write in

B Mixed

- Any mixed background,
please write in

C Asian

- Asian Scottish, Asian English, Asian Welsh, or other Asian British
- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background, please write in

D Black

- Black Scottish, Black English, Black Welsh, or other Black British
- Caribbean
- African
- Any other Black background
please write in

E Any other ethnic background

Please write in

NAME: _____ **Post applied for:** _____

THE DATA PROTECTION ACT 1998

It is important that applicants read this note

Under the 1998 Data Protection Act, Renfrewshire Leisure Ltd is required to advise applicants about the use of personal "data" or information which we ask you to provide during the recruitment process.

When applying for a vacancy, you will be asked to complete:

Application Form

The information you provide will be used by the selection panel to draw up the shortlist for interview and as part of the evaluation process at interview. If you are appointed, the application form will be placed in your personal file.

Equal Opportunities Form

Renfrewshire Leisure Ltd is committed to providing equality of opportunity in recruitment and employment. You are asked to assist with this by completing the equal opportunities questionnaire enclosed with the application form. This information is not revealed to the selection panel, but is used to produce statistical information on recruitment. If you are appointed, the information will be entered on the computerised personnel database to allow us to monitor changes in the workforce.

If invited to attend for interview, you will be asked to complete:

Health Questionnaire

If you are invited to attend for interview, you will be asked to complete a Health Questionnaire and bring it to interview in the enclosed envelope. Only the successful applicant's envelope will be opened. This information will then be held in your personal file.

Following interview

Disclosure Scotland

Only the successful applicant will be asked to complete this form. This gives us the authority for a criminal record check to be carried out.



www.renfrewshireleisure.com

APPLICATION FOR EMPLOYMENT

POSITION APPLIED FOR:	REFERENCE NO:
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1 PERSONAL DETAILS		
SURNAME:	INITIALS:	National Insurance Number:
ADDRESS & POSTCODE	CONTACT DETAILS:	
_____	Home Number: _____	
_____	Business number: _____	
_____	Mobile Number: _____	
_____	Email Address: _____	

5 MEMBERSHIP OF PROFESSIONAL ORGANISATIONS (if appropriate)

Name of Organisation or Institution	Class of Membership	Date Achieved	Date Membership expires (if appropriate)

6 SPECIALISED TRAINING (eg supervisory, management, or training relevant to this application)

Date Attended	Course Provider	Title of course	Topics Covered

7 DRIVING LICENCE (delete as appropriate)

Do you hold a current driving licence?

Yes**No**

What type of licence do you hold?

Full**Provisional**Which type of vehicle does your licence allow you to drive?
Motorcycle
CarLarge Goods Vehicle
Passenger Carrying VehicleDoes your licence have any penalty point endorsements? **Yes****No**

If "yes" please give details:

8 Your present or most recent employer

Employers name & Address	Date commenced employment	Salary	Notice Needed/ Date of Leaving

If this is your most recent employer, please give reason for leaving this post.

9 Present or most recent position

Please give details of your present or most recent position, including your job title, duties and responsibilities.

11 Information to help us consider your application.

Please add any more information, relevant experience and achievement to date, and tell us what you could bring to the position. Please use more sheets if necessary, making sure that your name (surname and initials) is on any separate sheets you use.

12 Leisure activities or interests

13 Job Sharing

Do you wish to apply for this position on a job-sharing basis?
(please delete as appropriate)

Yes

No

(Internal applicants only)

If you wish to share this position and your present position,
Have you discussed and agreed this with your line manager?

Yes

No

14 Referees

Please provide details of two referees, at least one of whom you should know in a work situation
(preferably your current or previous line manager).

If you do not wish us to contact your referee prior to interview, please tick the box next to their name.

Please note, if we are considering offering you a position after interview, we will contact your named
referees at that stage.

Name	Address	Position, title or relationship to you	Contact Numbers

PLEASE DO NOT CONTACT THIS REFEREE PRIOR TO INTERVIEW

Name	Address	Position, title or relationship to you	Contact Numbers

PLEASE DO NOT CONTACT THIS REFEREE PRIOR TO INTERVIEW

15 Disability

We welcome application from candidates with disabilities and guarantee an interview to those
candidates who meet the essential requirements of the position.

Do you have a disability? Yes No

If you consider yourself to be disabled please delete as necessary.

Please tell us if what help, if any, you would need at an interview (eg signer, wheelchair access)

16 Criminal Convictions Declaration

If we ask you to come for an interview, we will ask you to fill in a criminal convictions declaration form or
require that you become a PVG Scheme member (or both). If you would like further information in
relation to the Protection of Vulnerable Groups, please visit www.disclosurescotland.co.uk.

17 Canvassing

Are you related to a Councillor from Renfrewshire Council Yes No

If you canvass (approach) Councillors or our employees about your application, we will not consider it.

18 Data Matching

Renfrewshire Leisure Ltd employ the payroll services of Renfrewshire Council.

Renfrewshire Council use payroll files to make sure that our employees who also pay us Council Tax are up to date with their payments.

Renfrewshire Council may also use any information in matching exercises within the council with organisations outwith the council to check the information is correct, help recover debts and prevent fraud

19 Confirmation of Qualifications

We will ask you to bring your original qualifications and institute membership certificates to an interview. We will examine these before we can offer you a position.

If, for any good reason, you cannot bring your original documents to your interview and you are successful, we will ask you to produce original certificates of qualifications and institute membership before we can offer you an appointment.

20 IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING THE DECLARATION

I confirm that all the details I have given on this form are correct as far as I know.

I know that if I am employed and it is found that the information I have given is not true or that I have withheld information, you may dismiss me without any notice.

I understand that you must take great care to check everyone who applies for jobs within this organisation. I give you permission to check my details against information you have to make sure I am suitable for the job I have applied for.

Data Protection Act 1998

I agree to you and your agents processing any information I provide to recruit staff, set up and process employment records, monitor the effectiveness of your equal opportunities policy and carry out your legitimate interests.

Signature _____

Date _____

PLEASE E-MAIL ALL APPLICATIONS TO -
applications.rll@renfrewshire.gov.uk