

# employment application form



Please complete this form in black ink or by typing in the WHITE fields. If you require more space for any section, please use the continuation pages provided. For assistance or to return the completed form contact Human Resources, Key, The Square, 70 Renton Street, Glasgow, G4 0HT, phone 0141-342 1890, email [jobs@key.org.uk](mailto:jobs@key.org.uk), or fax 0141-342 1891.

## Position(s) applied for

(if applying for more than one post, please give this information in order of preference)

Job Title	Location	Vacancy Ref No

## Personal information

Surname		First name(s)	
Address		Date of birth	
		NI number	
		Home phone	
		Mobile phone	
		Business phone	
Postcode		May we telephone you at work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Email		Do you hold a valid UK driving licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Professional registration, education and training

### Membership of professional bodies

Please name professional bodies you hold a current membership for (such as SSSC, NMC etc)	Registration number

### Secondary education

Year	Level and subject	Grade

Year	Level and subject	Grade



**University/College/Professional/Other relevant qualifications** *(please include current studies, but mark them clearly)*

From	To	Where was this attained	Qualification(s) attained and subject	Date awarded

### Details of relevant training

Course title	Date attended

## Employment information

Current or most recent employment

Name and address of employer		Other benefits received	
Telephone		Date appointed	
Position held		Notice required or final date	
Position responsible to		Reason for leaving	
Present / Final Salary			
Brief description of duties			

## All previous employment

(begin with the most recent and include periods of unemployment; please use the continuation pages provided if required)

From	To	Employer	Position held	Final salary	Reason for leaving

# Relevant experience, skills and reasons for applying for the post

(Experience gained in paid and/or voluntary capacities is applicable to this section. Please give details)

If you reach this point and require more space, please use the continuation pages provided

## We are a disability confident employer

We do not request information about specific health conditions or disabilities at this point in the application process. However, we commit to interview all applicants who have a disability and who meet the minimum criteria for the post applied for. If you believe you have a disability and wish to inform us of this so that we can fulfil this commitment to you, please indicate this below.

Disability is defined as a physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal, day-to-day activities. In these terms, I consider myself to have a disability.	<input type="checkbox"/> Yes <input type="checkbox"/> No
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# Hobbies and interests

## Connections with Key

It is Key’s policy not to employ a person who would be directly or indirectly managed by a close relative. Specifically, a parent, grandparent, child, stepchild, grandchild, brother, sister, spouse/cohabitee.

Are you related to anyone who currently works for Key?

☐ Yes☐ No

## Referees

Key requires a minimum of 2 written employers’ references, where appropriate, prior to making an appointment. One must be from your current or most recent employer. Internal applicants should indicate their line manager as a referee and someone outwith Key who can comment on your work in a professional capacity. You should have informed your referees that you have provided their details to us and that we may be approaching them. Referees will only be approached if you are successful in your application and a conditional offer of employment is made to you.

	Current/Most recent employer	Previous employer	Other
Name			
Job Title			
Employer this relates to			
Work address (inc postcode)			
Head office address if different from above (inc postcode)			
Telephone			
Fax			
Email			
We may on occasion wish to take up additional references. Please indicate if you are happy for us to do so.	<div><input type="checkbox"/> Yes<input type="checkbox"/> No</div>		
Unless stated here, it will be assumed that all referees may be approached as soon as an offer is made.			

# Entitlement to work in the United Kingdom

If your application is successful, you will be required to provide evidence of your entitlement to work in the UK. Are you entitled to work in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## Disclosure of criminal convictions

Due to the nature of the position for which you are applying this post is exempted from the relevant provisions of the Rehabilitation of Offenders Act 1974. This means you are not entitled to withhold information about convictions which for other purposes are regarded as ‘spent’, unless the conviction is ‘protected’. For more information, please refer to our Information for Candidates section.

Have you ever been charged with or convicted of a criminal offence? (include driving offences)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any police enquiries been undertaken following allegations made against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Every applicant must also complete the separate sheet headed **Disclosure Information** and return it with this form. If you have answered ‘Yes’ to either or both of the questions, please give details of all convictions, charges and/or police enquiries.

## Protecting vulnerable groups scheme membership status

For certain posts, you will require to be a member of the Protecting Vulnerable Groups Scheme and Key will seek detailed information for successful applicants before any offer of employment can be confirmed.

Are you a member of the Protecting Vulnerable Groups Scheme for regulated work?					
<input type="checkbox"/> Yes	<table><tr><td>My scheme membership number is</td><td></td></tr><tr><td>and is in relation to regulated work with</td><td><input type="checkbox"/> children   <input type="checkbox"/> protected adults   <input type="checkbox"/> both children and protected adults</td></tr></table>	My scheme membership number is		and is in relation to regulated work with	<input type="checkbox"/> children <input type="checkbox"/> protected adults <input type="checkbox"/> both children and protected adults
My scheme membership number is					
and is in relation to regulated work with	<input type="checkbox"/> children <input type="checkbox"/> protected adults <input type="checkbox"/> both children and protected adults				
<input type="checkbox"/> No	I am not a scheme member				

## Declaration

Read carefully and sign the declaration below. If you are returning this form by email we will ask you to sign it at a later time.

Before signing, you should have read the job description and fully completed:

- ☐ pages 1-5 of the Employment Application Form
- ☐ the Capability Declaration form
- ☐ the Disclosure Information form
- ☐ the Personal Profile Sheet (if enclosed)
- ☐ if you wish, the Equal Opportunities Monitoring Form

I confirm that the information I have given in the application is, to the best of my knowledge, complete and accurate and that false information, omissions or misleading statements may lead to any offer of employment being withdrawn or dismissal without notice.	
I understand that disclosure information may be sought in the event of a successful application.	
I understand that data contained in this application, together with the information supplied by referees and/or relevant third parties, will be used and processed for recruitment purposes and that, if I become an employee, it will be used for employment purposes.	
Signature:	Date:

# Continuation page

Please provide the title of the section(s) that this continuation page relates to

# Continuation page

Please provide the title of the section(s) that this continuation page relates to

# Continuation page

Please provide the title of the section(s) that this continuation page relates to



# Capability information

This role can be physically and emotionally demanding. There are a number of health conditions which may impact a person's ability to carry out one or more of the essential functions of this role.



Such conditions include back pain, arthritis or joint pain; heart and circulatory problems; asthma; epilepsy; diabetes; infectious diseases; stress related illness; depression or mental illness. In many cases, however, reasonable adjustments can be made to the role to overcome these difficulties. Bearing this in mind, please answer the following questions:

Do you have any condition which might cause you difficulty bending; kneeling; lifting or moving a person; pushing a wheelchair; carrying shopping?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any condition which might cause sudden incapacity (for example, collapse) which might make working alone with a vulnerable person unsafe?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any condition which might cause breathlessness or discomfort on exertion?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any condition which might present a health risk to others, for example an infectious disease such as Hepatitis C?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any condition or mental health problem which may at times affect your concentration levels or your ability to communicate effectively?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any other condition which might affect your ability to carry out any of the essential functions of this role?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently taking any medication requiring a strict timetable which would be incompatible with shift-working?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered 'Yes' to any of the above questions, please provide details of the condition / medication here and how it may affect your ability to perform the duties of this post.

Please provide details of any adjustments, assistance or support you may need to enable you to carry out the duties of the post.

## Personal information

Surname	First name(s)
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## Declaration

I confirm that I have read the job description and that I am physically and mentally fit to carry out the duties of the post described.	<input type="checkbox"/>	<b>OR</b>	I confirm that I have read the job description and that, with reasonable assistance, I am physically and mentally fit to carry out the duties of the post described.	<input type="checkbox"/>
Signature:		Date:		



# Disclosure information



Due to the nature of the position for which you are applying this post is exempted from the relevant provisions of the Rehabilitation of Offenders Act 1974. This means you are not entitled to withhold information about convictions which for other purposes are regarded as ‘spent’, unless the conviction is ‘protected’. For more information, please refer to our Information for Candidates section. Further guidance is also available on Disclosure Scotland’s website.

Please provide full details of any convictions, charges or police enquiries together with dates and any penalty imposed. If there is nothing to declare, please record this, sign the form and return it with your application.

## Personal information

Surname		First name(s)	
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Date	Please explain fully the nature of each conviction, charge or police enquiry and include driving offences.	Penalty imposed	

Signature:		Date:	
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To be completed by Key’s HR staff:

HR:	Date:
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# Applicants with a criminal record policy statement



1. Key's commitment to provide the highest quality service to the vulnerable adults whom we support sets the context within which decisions will be made regarding applicants with a criminal record.
2. Key is committed to equality of opportunity and to adopting practices free from unfair discrimination. As such, we will ensure that no applicant is unfairly disadvantaged on the basis of offending background.
3. Key will make it clear to applicants throughout the recruitment process if Enhanced Disclosure information will be sought for that position before an appointment can be confirmed and will make this policy available to all applicants at the start of the recruitment process.
4. Having a criminal record will not automatically debar a person from employment with Key, except in cases involving serious offences against a vulnerable person.
5. Before taking the decision to employ a person with a criminal record, Key will conduct a thorough assessment of the risk for that post.
6. The risk assessment will take the following factors into consideration:
  - the relevance of the conviction or other matter revealed
  - the seriousness of the offence
  - the length of time since the offence occurred
  - the circumstances which led to the offence being committed
  - whether or not the offence is part of a pattern of offending behaviour
  - efforts made to avoid re-offending
  - whether the person's circumstances have changed since the offence was committed
  - the attitude of the person towards the offence
7. Key will encourage applicants to disclose criminal record and related information at the start of the recruitment process in order to take full advantage of the interview stage to explore all relevant factors.
8. We will seek criminal record information from Disclosure Scotland only when a conditional offer of employment has been made.
9. Any criminal record information not provided by an applicant which is subsequently revealed in a Disclosure, will be discussed with the person before any decision to withdraw a conditional offer of employment.
10. Information on convictions and related matters will be seen only by those in Key who require to know to perform their role.
11. Anyone who does have access to such information will receive appropriate training in its use.
12. All disclosure information will be stored securely and the certificate issued by Disclosure Scotland will be retained only as long as is required.



# Personal profile sheet

Please FULLY READ the information for candidates section before completing.



First name(s)	Surname
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Why do you want this job with Key?	It would be helpful to attach your photograph here

What qualifications and experience do you have for supporting people?

What 5 skills would you bring to the role?
1
2
3
4
5

What 3 hobbies and interests are you willing to share with the people we support?
1
2
3

Please imagine yourself in the position where you need support throughout the day, every day of your life. Identify what would be important to you in order to have your needs met.

Please continue on a separate sheet if necessary

If you have submitted an audio/video version of your personal profile, please tick this box ☐

# Equal opportunities monitoring

Key is committed to being an equal opportunity employer. There is no requirement for you to complete this section. If you prefer not to, it will have no impact on your application. If you do complete it, this section will be removed prior to short listing for interview. Any information provided will be anonymised and used for equal opportunities monitoring only.




## Position(s) applied for

Job Title	Location	Vacancy Ref No
Date of application		
How did you find out about this vacancy? <i>If from an advertisement, please specify which newspaper, journal or website.</i>		

## Existing links to Key

Are you currently employed by Key?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently listed on Key's Relief Register?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Personal information

Surname	First name(s)
Address	Date of birth
	Nationality
	Gender
	Disability is defined as a physical or mental impairment that has a substantial and long-term adverse affect on a person's ability to carry out normal day-to-day activities.  In these terms, do you consider yourself to be disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Postcode	
Home phone	

## Ethnic origin

White	Asian	Black	Other ethnic background	Multiple ethnicity
<input type="checkbox"/> Scottish <input type="checkbox"/> Other British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy/Traveller <input type="checkbox"/> Polish <input type="checkbox"/> Other White	<input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Other Asian	<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Other black	<input type="checkbox"/> Middle Eastern <input type="checkbox"/> Other ethnicity	<input type="checkbox"/> Mixed or multiple ethnicity

I consent to Key using my data for equal opportunities monitoring purposes.	
Signature:	Date:

# Equal opportunities (in employment) policy statement



Key is committed to the promotion of equality of opportunity in its employment practices. In its policies and practices Key holds the needs and well-being of tenants and others receiving support are paramount.

The main purpose of this policy is to seek to ensure that no employee or job applicant receives less favourable treatment on the grounds of sex, including gender reassignment, marital or civil partnership status, religion or belief, sexual orientation, age, disability, colour, race, nationality, or ethnic or national origins.

Key seeks to ensure that all applicants for employment are selected, and all employees are promoted, solely on their ability to perform the jobs in questions and that, so far as the needs of Key permit, all employees are given equal opportunities in training and advancement within Key.

## Introduction

Key is committed to the development of a positive policy to promote equal opportunity and to prevent discrimination, direct and indirect, in Key's employment practices, and seeks to develop an effective positive programme of action to ensure that all members of staff (full or part time) employed by Key will be given equal opportunity in all aspects of employment and training.

## Monitoring

The object of monitoring is to check that at every point where decisions are made about individuals, their appointment, promotion, training, treatment, remuneration, hours and other conditions, there is no incidence of

- prejudice concerning the relevant areas which is influencing decisions.
- indirect discrimination, eg in the form of non-essential age limits, qualifications criteria or other practices which effectively discriminate in the relevant areas.

**Key will implement the following guidelines, and undertake monitoring in the following areas:**

## Advertising

Advertisements will be aimed at as wide a group of suitably qualified and experienced people as possible.

Applicants shall be given clear, concise and accurate information about posts to enable them to assess their own suitability.

Advertisements will state that Key operates an Equal Opportunities Policy and will forward a copy of the policy statement to applicants.

## Selection

The interview panel will be clearly informed and agreed on the selection criteria or personnel specification before any interview is conducted, and will apply these criteria consistently.

To reduce the effects of interviewer bias and to improve the general standard of interviewing, Key will endeavour to provide training where necessary in interviewing for all those who have to conduct selection interviews. This training would cover interviewing techniques, practice interviews, legal aspects with particular reference to discrimination law, and known areas of recruiter bias other than those covered by law, eg age.

The interview panel shall be given guidance and training on the effect that generalised assumptions and prejudices can have on selection decisions.

The application form will only include relevant questions relating to the necessary requirements for the job.



A separate form will include questions concerning sex, ethnic origin, etc. for monitoring purposes only, and an explanation will be included as to why this information would be helpful.

Interviews shall be thorough, conducted on an objective basis and deal only with the applicants' suitability for the job and ability to fulfil the job requirements. During the interview, care shall be taken to avoid questions which could be construed as discriminatory. Where it is necessary to assess whether personal circumstances will affect performance of job, (for example where it includes unsocial hours or extensive travel) this should be discussed objectively avoiding assumptions about marital status, children and domestic obligations.

## **Recruitment**

There will be clear, concisely written and up to date job descriptions. Job titles will not be sex biased and will accurately reflect the duties of the position.

The level of qualifications demanded shall not exceed the real needs of the job, and unnecessary job criteria in the personnel specification shall be avoided.

Job requirements shall be necessary for the proper carrying out of the duties and not a reflection of traditional practices which may be operating in a discriminatory way in the relevant areas.

For each vacant post in addition to an accurate Job Description, a Personnel Specification will be drawn up to indicate the essential and desirable characteristics of the ideal candidate.

## **Staff training**

It is Key's policy that it will not discriminate in the provision of training courses. Appropriate training within resource constraints shall be provided to enable staff to perform their jobs effectively. Procedures relating to staff training shall be made available equally to all staff.

There shall be no discrimination against part-time workers. Conditions of service will apply equally on a pro-rata basis.

## **Victimisation and harassment**

Key will deal with complaints of victimisation or harassment sensitively under the organisation's internal grievance procedure. Alternatively an employee may wish to approach Key's Personnel Manager in the first instance.

## **Redundancy, discipline or dismissal**

Key will not discriminate in the relevant areas in the application of disciplinary action or in the selection of employees for redundancy and dismissal.

Key will monitor the number and category of people terminating their employment to establish why they are leaving.

An abbreviated version of **Key's equal opportunities in employment policy statement**, containing guidance notes, will be made available for use by external members of the interview panel.

# Job applicant privacy notice



As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. This notice explains what information we collect, when we collect it and how we use this. During the course of our activities we will process personal data (which may be held on paper, electronically, or otherwise) about you and we recognise the need to treat it in an appropriate and lawful manner.

The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The purpose of this notice is to make you aware of how we will handle your information.

## Who are we?

Key is a Scottish Charity with its registered office at The Square, 70 Renton Street, Glasgow, G4 0HT. We are notified as a Data Controller with the Office of the Information Commissioner under registration number Z5659071. We are the data controller of any personal data that you provide to us.

Any questions relating to this privacy notice and our Data Protection practices should be sent to the Data Protection Manager who is based at our registered address above.

## What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- personal details such as your name, contact details, date of birth, NI number;
- details of your qualifications, skills, experience and employment history;
- your current and past levels of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- capability information to ensure you are able to carry out the essential functions of the role;
- ethnic origin – this is not required information so is provided on a voluntary basis

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The organisation will only seek information from third parties once a job offer to you has been made and will inform you that it is doing so.

If you are made an offer, we will then seek health and absence related information.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other ICT systems.





## **Why does the organisation process your personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation will process special categories of data, such as health information to make sure a successful applicant is able to carry out the duties of the post applied for, or information about ethnic origin, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

## **Who has access to your data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the area with a vacancy and other staff, such as ICT, if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment or relief work. The organisation will then share your data with former employers to obtain references for you and Disclosure Scotland to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Union.

## **How does the organisation protect your data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. In terms of electronic data, access to all ICT systems is password controlled, access to the network drives is restricted based on each person's role, data stored in network drives is automatically backed up and anti-virus software is installed on every computer. A copy of our full Information and Communication Technologies policy is available on request.

## **For how long does the organisation keep your data?**

If your application for employment is unsuccessful, the organisation will hold your data electronically on file for one year after the end of the relevant recruitment process. At the end of that period your data is deleted.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file. The periods for which your data will be held will be provided to you in a new privacy notice.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data

In certain circumstances, you can:

- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- ask us to restrict the processing of your personal data if you feel it is inaccurate or if you think we do not have the right to process it in the way that we are.
- request a copy of the personal data we hold about you in a format allowing you to transfer it to another data controller.

If you would like to exercise any of these rights, please contact our Data Protection Manager.

If you are not satisfied with the way in which we have handled your personal data, please contact our Data Protection Manager and every attempt will be made to resolve any issues you have.

As of 11 November 2019, Key is deemed to be a Public Authority under the Freedom of Information (Scotland) Act 2002 and is, therefore, required to appoint a Data Protection Officer (DPO). We have engaged RGDP LLP ([www.rgdp.co.uk](http://www.rgdp.co.uk)) to act as our Data Protection Officer.

To contact them, please email [info@rgdp.co.uk](mailto:info@rgdp.co.uk). Please also copy us in at [hello@key.org.uk](mailto:hello@key.org.uk).

If you remain unhappy you can lodge a complaint with the Information Commissioner's Office. Their contact details can be found here: <https://www.ico.org.uk>.

## **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

# Information for candidates



Thank you for your interest in Key. This document is designed to help you with your employment application and should be read in conjunction with the other information provided in this pack.

## Online recruitment

This is a digital recruitment pack.

- You can print this pack and complete it by hand. **If completing by hand, please use black ink.**
- You can complete this pack on your computer or tablet if you have Adobe Reader installed - other apps may affect the functionality or layout of this pack. If you are using Adobe Reader, you can save the information you've entered on this form for editing at a later time.

## Contents of recruitment pack

- Information for Candidates (this document)
- Employment Application form
- Equal Opportunities Monitoring (form and policy)
- Capability Declaration form
- Disclosure Information (form and information sheet)
- Personal Profile Sheet
- Job Applicant Privacy Notice

## Job description

A detailed description of the post is enclosed and applicants are advised to read this carefully before completing their application form, noting on the form any personal skills which they feel are particularly relevant to the job.

## Application form

Use of a standard form allows us to process your application more quickly and efficiently. Each part must be fully completed. Please do not attach a **Curriculum Vitae**.

If applying for more than one post, please show these in order of preference, stating clearly their jobs title(s), location(s) and vacancy reference number, if given.

The 'open' section of page 3 is to give you the opportunity to note any other experience or skills you may have which you feel are relevant to your application. This could be for example, voluntary work you have been involved in, self-employment, positions of responsibility held in the community, or particular hobbies or interests you may have. Use it, as it provides an opportunity to express your ideas, aims and motivation.

Additional sheets to supplement your application are most welcome. If you require more than the 3 provided in the pack, any additional sheets should be clearly identified.

All inserts and the various declarations of page 5 of the form should be read carefully and completed appropriately. Incomplete or missing information could delay the progress of your application.

Completion of the Equal Opportunities section is purely voluntary. Choosing not to complete it will have no impact on your application.

## Signatures

If you are returning this form by email we will ask you to sign your application and inserts at a later stage of the recruitment process.

## Personal profile sheet

In Key we involve the people who use our services and our staff as much as possible in the recruitment process and for this purpose you should use the profile sheet to provide them with a short statement about yourself giving you the opportunity to tell us a bit about yourself, your values and the life skills you would bring to the post.

This profile will also be used as part of the recruitment process. It is an opportunity to make your application accessible to the people we support who will be interested in finding out the skills and experience you have which relate to this job.

Some important points to remember:

- Many of the people we support find reading difficult
- Use plain English
- Avoid long, complicated sentences
- Avoid putting more than one idea in a sentences
- Avoid using jargon or long words
- If you have to use a long word, explain what it means
- You may wish to include graphics or photographs
- If you are typing your application the font should be at least 14 pts and do not write in block capitals
- Large blocks of text can be difficult to follow

If you wish to submit your personal statement by audio/video please attach this along with your application and note on the form that you are doing so.

## Disability confident employer

Key guarantees an interview to any applicant who has a disability and who meets the minimum requirements for the post applied for. If you have a disability and wish to take advantage of this commitment, please ensure you complete the section on page 3 of the main application form.



## Disclosure of criminal convictions

Due to the nature of the position for which you are applying this post is exempted from the relevant provisions of the Rehabilitation of Offenders Act 1974.

This means you are not entitled to withhold information about convictions which for other purposes are regarded as 'spent', unless the conviction is 'protected'.

The law allows some convictions to become 'spent' (ignored or forgotten) or 'protected':

### Spent Convictions

A criminal conviction can become spent after a specific length of time has passed.

### Protected Convictions

Some spent convictions can also become protected after specific periods of time or when certain disposals are issued by the Court or Hearing.

### You must tell us about:

1. Unspent convictions or cautions.
2. Spent convictions that are listed on the [Disclosure Scotland A1 list](#). If the conviction is on this list, it must always be disclosed. These convictions, although spent will never become protected.
3. Unprotected convictions. There are convictions which are spent and are on the [Disclosure Scotland B1 list](#). A conviction for these offences should be disclosed to us UNLESS any of the following rules apply:
  - a. You received the conviction more than 15 years ago, if you were 18 years or over at the date of the conviction.
  - b. You received the conviction more than 7½ years ago and were under 18 years at the date of the conviction.
  - c. The outcome was admonition, absolute discharge or a discharge after a referral to a children's hearing.

If the conviction does not fall within categories above, or, if any of the rules at a, b, c apply, you do not need to disclose it.

For more information, please refer to the guidance on Disclosure Scotland's website.

## Probationary period

If successful in your application, your appointment will be subject to satisfactory completion of a 6 month probationary period which will commence on your start date. During this time, you will be supported through a process of induction which will help you to understand and demonstrate knowledge of Key's principles, policies and standards of performance and conduct.

You will also complete a series of probationary reviews which are designed to identify any early difficulties in your performance in the job and any additional support required to enable sustainable improvement.

Failure to meet the required standards of performance and conduct for this post may lead to your appointment being terminated.

## Return process

Application packs that have been completed by computer, can be sent to Key as an email attachment to [jobs@key.org.uk](mailto:jobs@key.org.uk)

They can also be printed and returned by post to:

HR Department  
Key  
The Square  
70 Renton Street  
GLASGOW  
G4 0HT

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