



Assist Care and Support Ltd

GUIDANCE NOTES

Thank you for expressing an interest in working for Assist Care and Support Ltd

Assist care and Support are driven by its core values:

[Promoting Care, Independence & Safety in the Home](#)

READ THE APPLICATION PACK CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

Assist Care and Support strives to be an Equal Opportunities employer and therefore requires the same range of information from all applicants to be submitted on the Assist Care and Support Application Form. **Please do not send either a CV or written testimonials as they will not be taken into consideration and will not be forwarded to those who will be selecting candidates for interview.** Please do not include your name on any supplementary sheets.

EVIDENCE IN SUPPORT OF APPLICATION

Recruiting people who reflect our values is essential for delivering our vision and strategic objectives. Every person we employ is a role model for those who are engaged in our services.

You must demonstrate that you hold Assist Care and Support values and that you meet each of the criteria listed in the Person Specification (see Application pack).

To address the requirements listed in the Person Specification, please use examples or describe situations where you have successfully employed a required competency. These competencies, skills or knowledge may have been gained through previous employment, a course of study or general life experience. We are unable to make assumptions about your suitability and the information that you provide will be the only basis upon which we can decide whether or not you will be shortlisted for an interview.

RETURNING THE APPLICATION FORM

Please ensure that all sections of the application form are fully completed. The completed forms should be returned by email to info@assistcareandsupport-ltd.co.uk **OR BY POST TO: 18 Eardly Court, Armadale, Bathgate, EH48 3GQ**

SHORTLISTING, INTERVIEWS AND APPOINTMENTS

Those people who, in the opinion of the selection panel, best meet the requirements of the Person Specification will be invited to an interview. We strive to ensure that all candidates are contacted regarding the outcome of their application within two weeks. Any offer of employment made following interview is subject to the receipt of satisfactory references and appropriate checks by Disclosure Scotland. **All relevant information given on the application form will be verified.** Any offer of employment made may be withdrawn if it is found that the candidate has knowingly withheld information, or provided information which is false or misleading



Assist Care and Support Ltd

GUIDANCE NOTES

Thank you for expressing an interest in working for Assist Care and Support Ltd

Assist care and Support are driven by its core values:

[Promoting Care, Independence & Safety in the Home](#)

READ THE APPLICATION PACK CAREFULLY BEFORE COMPLETING THE APPLICATION FORM

The Job Description lists the main duties of the post and the Person Specification identifies the necessary competencies required to undertake the role.

Assist Care and Support strives to be an Equal Opportunities employer and therefore requires the same range of information from all applicants to be submitted on the Assist Care and Support Application Form. **Please do not send either a CV or written testimonials as they will not be taken into consideration and will not be forwarded to those who will be selecting candidates for interview.** Please do not include your name on any supplementary sheets.

EVIDENCE IN SUPPORT OF APPLICATION

Recruiting people who reflect our values is essential for delivering our vision and strategic objectives. Every person we employ is a role model for those who are engaged in our services.

You must demonstrate that you hold Assist Care and Support values and that you meet each of the criteria listed in the Person Specification (see Application pack).

To address the requirements listed in the Person Specification, please use examples or describe situations where you have successfully employed a required competency. These competencies, skills or knowledge may have been gained through previous employment, a course of study or general life experience. We are unable to make assumptions about your suitability and the information that you provide will be the only basis upon which we can decide whether or not you will be shortlisted for an interview.

RETURNING THE APPLICATION FORM

Please ensure that all sections of the application form are fully completed. The completed forms should be returned by email to info@assistcareandsupport-ltd.co.uk **OR BY POST TO: 18 Eardly Court, Armadale, Bathgate, EH48 3GQ**

SHORTLISTING, INTERVIEWS AND APPOINTMENTS

Those people who, in the opinion of the selection panel, best meet the requirements of the Person Specification will be invited to an interview. We strive to ensure that all candidates are contacted regarding the outcome of their application within two weeks. Any offer of employment made following interview is subject to the receipt of satisfactory references and appropriate checks by Disclosure Scotland. **All relevant information given on the application form will be verified.** Any offer of employment made may be withdrawn if it is found that the candidate has knowingly withheld information, or provided information which is false or misleading



Assist Care and Support Ltd
Promoting Care, Independence & Safety in the Home

APPLICATION FOR EMPLOYMENT

1. PERSONAL DETAILS	
First Name	
Surname	
National Insurance Number	
Address	Phone Number (Home)
	Phone Number (Mobile)
	Email Address
Post Code	

Personal details that are required for the processing of the application will be removed from the main part of the application form by the HR department before the application is passed to the relevant line manager to assess. This is to ensure that short-listing is not influenced by gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. Assist care and support is fully committed to the active promotion of equal opportunities.

APPLICATION FOR EMPLOYMENT

Please complete this form using **black** ink or typescript.

Post Applied For	Location	Closing Date N/L	
2. EDUCATION, QUALIFICATIONS& TRAINING			
Educational Establishment and Location	Dates Attended		Qualifications Gained (in full) and Pass Level
	From	To	
3. CURRENT OR MOST RECENT EMPLOYMENT			
Name and Address of Employer Telephone Email	Position		
	Salary		
	Date Appointed		
	Date of Leaving		
Main Duties and Responsibilities	Reason for Leaving		
	Notice Required		

4. EMPLOYMENT HISTORY (please work back and continue on a separate sheet if necessary)
Please explain any gaps in employment

Name and Address of Employer	From	To	Job Title and Main Responsibilities	Reason for Leaving

5. PROFESSIONAL MEMBERSHIP

Name of Organisation	Current Status	Date Awarded

6. STATEMENT OF INTEREST (*Skills and Expertise*)

Assist Care and Support values define the way we work: they are integral to our success in fulfilling our mission of 'supporting positive change in people's lives'.

Please tell us what are your skills and expertise for the role you are applying for.

7. Driving Licence – If stated as essential within the Person Specification

Do you hold a current UK Driving Licence and have access to a car for work purposes?

YES ☐

No ☐

8. REFERENCES

Please give details of **two referees** who can comment on your work performance. One should be your **current or most recent** employer. Do **not** use family members. References will only be sought once an offer of employment has been made.

Name		
Company Name and Address		
Job Title		
Telephone		
Email		
Relationship		

9. DECLARATION OF CRIMINAL CONVICTIONS

Please complete the attached **Declaration of Criminal Convictions** form. Failure to return a signed Declaration of Criminal Convictions form may delay the processing of your application, or result in your application being withdrawn.

10. RIGHT TO WORK IN THE UK

Please complete and return the attached **Documentary Evidence Indicating Right to Work in the UK** form.

11. DECLARATION

I declare that to the best of my knowledge, the information given on this form, and on any other documents supporting this application, is correct and complete. I understand that, if successful, it will be treated as the basis of my contract of employment and that any misleading statement may be sufficient grounds for dismissal or for cancelling any offer of employment made.

I understand that if I am selected for interview, I will be requested to produce originals of my ID documents and any relevant qualifications listed in my application for verification.

I understand that the Declaration of Criminal Convictions form, the Documentary Evidence Indicating Right to Work in the UK form and the Equal Opportunities Monitoring Form will be removed from my application for short listing.

Signed

Date

DECLARATION OF CRIMINAL CONVICTIONS – GUIDANCE NOTES

Every candidate applying to work with Assist Care and Support must complete this form whether they have a previous conviction or not. The information you provide will be treated in the strictest of confidence and in accordance with the Data Protection Act 1988.

The Declaration of Criminal Convictions form will be removed by the HR Department for the short-listing process and will **only be considered if you are selected for interview**.

Why must candidates complete this form?

Due to the nature of the work and the services provided by Assist care and Support, all posts are exempt under the terms of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 and are subject to Disclosure Checks.

What level of Disclosure will I complete?

Any vacancy that involves 'regulated' work with children and/or protected adults will be subject to a Protection of Vulnerable Groups "PVG" Disclosure check, all other vacancies will be subject to a Standard Disclosure Check. The PVG check will confirm if applicants are barred from regulated work.

Standard Disclosures and the PVG Scheme are considered as higher-level disclosures. These types of disclosure contain all unspent convictions, certain spent convictions that must always be disclosed, and other spent convictions set out by law. For a full summary and detail of both Standard and PVG checks please visit: <http://www.disclosurescotland.co.uk/>

I have been convicted of a criminal offence. Will this affect my application?

It is an offence for Assist Care and Support to offer employment to anyone who is barred from undertaking regulated work with the relevant protected group. If this is indicated within your declaration, your application will not be considered.

However, if you have previously been convicted of a criminal offence which did not result in barring from regulated work, any details that you provide will be treated confidentially and will not automatically exclude you from being considered for this or any other vacancy.

The list of offences which must always be disclosed can be found here:

<https://www.mygov.scot/offences-always-disclosed/>

The list of offences which are to be disclosed subject to rules can be found here:

<https://www.mygov.scot/offences-disclosed-rules/>

DECLARATION OF CRIMINAL CONVICTIONS

UNSPENT CONVICTIONS	YES	NO
Do you have any unspent convictions?		
All unspent convictions and admonishments must be disclosed.		

If you answered YES, please provide details of any unspent convictions and admonishments below. Continue on a separate sheet if necessary.

DATE	COURT	DETAILS OF OFFENCE	DISPOSAL

SPENT CONVICTIONS	YES	NO
Do you have any convictions detailed in the list of Offences Which Must Always Be Disclosed? (Please see Guidance Notes.)		

If you answered YES, please provide details of any spent convictions and admonishments below. Continue on a separate sheet if necessary.

DATE	COURT	DETAILS OF OFFENCE	DISPOSAL

Protection of Vulnerable Groups	YES	NO
Are you a PVG Scheme Member?		
What is your 16-digit PVG Scheme ID (Membership Number)?		
Have you been PVG checked against regulated work with Children?		
Have you been PVG checked against regulated work with Protected Adults?		

BARRED LISTS	YES	NO
Are you barred from undertaking regulated work with Children?		
Are you barred from undertaking regulated work with Protected Adults?		

DECLARATION of Criminal Convictions			
I confirm that I have read the Guidance Notes overleaf and understand this declaration.			
I certify that the information contained in this form is true and complete to the best of my knowledge and belief and I have not withheld any information, which may affect my application.			
I understand that any false information or omission may lead to dismissal.			
Signed		Date	

DOCUMENTARY EVIDENCE INDICATING RIGHT TO WORK IN THE UK

To comply with the provisions of the Immigration Act 2016, Assist Care and Support requires **ALL** applicants to produce documentary evidence indicating that they have the right to work in the UK. Where possible please submit copies of such documents with your application.

Please tick the document(s) which will be produced for verification at interview:

List A Permanent right to work in the UK		List B Temporary right to work in the UK (Follow-up checks will be required)	
Passport showing the holder, or a person named as the child of the holder, is a British citizen or a citizen of the UK or British Overseas Territories		Passport endorsed indicating right to stay in the UK and to do the type of work in question (<u>valid until expiry date</u>)	
Passport or national identity card showing the holder, or a person named as the child of the holder, is a national of a EEA country or Switzerland		Biometric Residence Permit issued by the Home Office indicating right to stay in the UK and to do the work in question (<u>valid until expiry date</u>)	
Passport endorsed to show that the holder is exempt from immigration control, has the right to abode and stay indefinitely in the UK		Residence Card issued by the Home Office to a non-EEA national who is a family member of a national of a EEA country or Switzerland or who has a derivative right of residence (<u>valid until expiry date</u>)	
Registration Certificate or Document Certifying Permanent Residence issued by the Home Office to a national (or their family member) of a EEA country or Switzerland		Immigration Status Document containing a photograph issued by the Home Office, with a valid endorsement indicating right to stay in the UK and to do the type of work in question, together with an official document giving the person's name and permanent NI number (<u>valid until expiry date</u>)	
Biometric Residence Permit issued by the Home Office indicating right to stay indefinitely in the UK		Certificate of Application issued by the Home Office to a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice (<u>valid for 6 months</u>)	
Immigration Status Document issued by the Home Office with an endorsement indicating the right to stay indefinitely in the UK, together with an official document giving the person's name and permanent NI number		Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice(<u>valid for 6 months</u>)	
Birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, together with an official document giving the person's name and permanent NI number		Positive Verification Notice issued by the Home Office to the employer or prospective employer, indicating that the named person may stay in the UK and is permitted to do the work in question(<u>valid for 6 months</u>)	
Certificate of registration or naturalisation as a British citizen, together with an official document giving the person's name and permanent NI number			

Assist Care and Support is fully committed to the active promotion of equal opportunities. The recruitment and selection procedures throughout the Organisation are regularly monitored to ensure that the Equal Opportunities Policy is being properly adhered to.

To aid this process, we would be grateful if you would complete this form and return it with your application. This form will be treated confidentially and will only be accessed by the HR Department.

GENDER: Man <input type="checkbox"/> Woman <input type="checkbox"/> Trans man <input type="checkbox"/> Trans woman <input type="checkbox"/> Non-binary <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other <input style="width: 150px;" type="text"/> (please specify):			
SEXUAL ORIENTATION: Bisexual <input type="checkbox"/> Gay Man <input type="checkbox"/> Gay Woman <input type="checkbox"/> Heterosexual <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other (please specify): <input style="width: 150px;" type="text"/>		AGE: 16-24 <input type="checkbox"/> 45-49 <input type="checkbox"/> 25-29 <input type="checkbox"/> 50-54 <input type="checkbox"/> 30-34 <input type="checkbox"/> 55-59 <input type="checkbox"/> 35-39 <input type="checkbox"/> 60-64 <input type="checkbox"/> 40-44 <input type="checkbox"/> 65+ <input type="checkbox"/> Prefer not to say <input type="checkbox"/>	
NATIONALITY & ETHNIC ORIGIN:			
White Scottish White English White Welsh White Irish Any other white background Any mixed background Indian Pakistani Bangladeshi Chinese Any other Asian background Other (please specify): <input style="width: 150px;" type="text"/>	<input type="checkbox"/> Caribbean <input type="checkbox"/> Black African <input type="checkbox"/> Any other black background <input type="checkbox"/> Any other background <input type="checkbox"/> Northern Irish <input type="checkbox"/> British <input type="checkbox"/> Gypsy / Traveler <input type="checkbox"/> Polish <input type="checkbox"/> Arab <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
RELIGION OR BELIEF:			
No religion Buddhist Christian – Church of Scotland Christian – Roman Catholic Christian – other denomination Hindu Other (please specify): <input style="width: 150px;" type="text"/>	<input type="checkbox"/> Jewish <input type="checkbox"/> Muslim <input type="checkbox"/> Sikh <input type="checkbox"/> Spiritual <input type="checkbox"/> Any Other Religion or belief <input type="checkbox"/> Prefer not to say	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
DISABILITY: <i>Please tick all boxes which apply to you</i>			
No known disability Dyslexia Blind / partially sighted Deaf / hearing impairment Wheelchair user / mobility difficulties Personal care support	<input type="checkbox"/> Mental health difficulties <input type="checkbox"/> Unseen disability (e.g. diabetes, epilepsy) <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other (please specify): <input style="width: 150px;" type="text"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

How did you first hear about this vacancy?

ACS Website	<input type="checkbox"/>	Indeed	<input type="checkbox"/>	Myjobscotland	<input type="checkbox"/>	Goodmoves	<input type="checkbox"/>
S1jobs	<input type="checkbox"/>	Hijobs	<input type="checkbox"/>	Totaljobs/Monster/CV Library/360 Agency			<input type="checkbox"/>
University website	<input type="checkbox"/>	Other website (please specify) _					<input type="checkbox"/>
Newspaper/magazine (please specify): _____							<input type="checkbox"/>
Word of Mouth	<input type="checkbox"/>	Job Centre	<input type="checkbox"/>	Recruitment fair/event		<input type="checkbox"/>	
Internal Vacancy	<input type="checkbox"/>	Other (please specify) _____					<input type="checkbox"/>

Do you know, or are you related to anyone who works for Assist Care and Support or who is a member of the Board of Directors?		No	Yes
		<input type="checkbox"/>	<input type="checkbox"/>
If yes please indicate relationship: _____			