

EMPLOYMENT APPLICATION FORM

Position Applied for:			
Personal Details: Surname:			
First Name(s):			
Address: _____ _____ _____ Post Code _____			
Telephone No		Date of Birth	
Marital Status	No of Children	Ages	
Driving Licence YES/NO		How Long	
Endorsements/Convictions (Please detail)			
Health			
Indicate below any serious illness, operation or accident sustained, and dates:			
Are you currently attending your GP or medical clinic for treatment of an existing medical condition			
YES/NO		If Yes provide details	
Are you aware of any current or recent medical condition which might be an impediment to fulfilling your duties			
If you are a disabled person, please quote your registration number and date of expiry of registration:			
Do you smoke?	YES/NO	If NO, have you previously smoked?	When did you stop?
		YES/NO	

Interests

Please note personal interests and activities

Education and Qualifications

Year From	Year To	Secondary Schools, Colleges of Further Education etc.	Certificates or Qualifications Gained and Pass Band

Membership of Professional Body

Indicate below Institution and Grade of Membership

Part Time or Voluntary Work or other commitments

Indicate details and extent of involvement

Employment History (attach CV if more appropriate)

Present or most recent employer first

Name, Address & Tel	Position Held	Dates	Salary	Reason for leaving

Period of notice required:

Brief outline of duties, responsibilities and experience to date.

Referees (referees will not be contacted without applicants consent)

Name: _____

Position: _____

Address: _____

Tel No: _____

Name: _____

Position: _____

Address: _____

Tel No: _____

Signature _____

Date _____



EQUAL OPPORTUNITIES POLICY

RSP Consulting Engineers are committed to equal opportunities, and monitor recruitment, promotion and training for effects on the gender, age, disability or ethnic group of employees.

The operation of this policy will be reviewed at Partners management meetings and minuted for any necessary amendments or remedial action.

The partners and staff, and all new members of staff will be provided with a copy of this policy.

RSP Consulting Engineers positively welcome applications of employment from all sections of the community.

Wherever possible RSP Consulting Engineers will endeavour to recruit staff to reflect the balance and minority grouping within the local society.

Records shall be maintained of the outcome of interviews and appointments from applicants to monitor reasons for selection of candidates for interviews and appointment.

Any member of staff who reports a grievance on the grounds of equal opportunity shall have the grievance investigated and shall be provided with a written response on the outcome of that investigation. The response shall include details of remedial action found necessary and follow up procedure to verify effectiveness of any such action.

CRIMINAL RECORDS POLICY

Previous Criminal Convictions – New Employees – Job Application

Please provide details of all previous criminal convictions which are unspent in terms of the Rehabilitation of Offenders Act 1974. A separate form and envelope is attached with the Application Form. Please insert details of previous unspent convictions on this form and then seal the form in the envelope provided. Details of previous convictions will be treated as confidential. The form will only be seen by those who require to see it as part of the recruitment process. (The Applicant should note that an offer of employment may be conditional upon you providing an up-to-date Basic Disclosure Certificate from Disclosure Scotland who are a branch of the Scottish Criminal Record Office).

Any offer of employment is conditional upon you providing to the Company an up-to-date Basic Disclosure Certificate from Disclosure Scotland. The Company reserves the right to withdraw the offer of employment if the Basic Disclosure Certificate discloses criminal convictions which in the Company's opinion renders you unsuitable for the position.

Recruitment Policy on the Recruitment of Ex Offenders

1. RSP Consulting Engineers complies fully with the Code of Practice, issued by Scottish Ministers, in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing Applicant's suitability for positions of trust. We undertake to treat all Applicants for positions fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.
2. We are committed to the quality of opportunity and to providing a service which is free from unfair and unlawful discrimination. We ensure that no Applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependence, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance. RSP Consulting Engineers actively promotes equality for all with the right mix of talent, skill and potential and accepts applications from a wide range of candidates, including those with criminal records. The selection of candidates for interview will be based on skills, qualifications and experience.
3. We will request a Basic Disclosure Certificate only when this is considered proportionate and relevant to the particular position. This will be based on a thorough risk assessment of that position. Where a disclosure is deemed necessary for a post or position the Application Form will contain a statement that a disclosure will be requested in the event of the individual being offered a position.
4. Where a disclosure is to form part of the recruitment process RSP Consulting Engineers will encourage all Applicants selected for interview to provide details of their criminal record at an early stage in the application process. We ask that this information be sent under separate, confidential cover to a designated person within RSP Consulting Engineers and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
5. In line with the Rehabilitation of Offenders Act 1974, RSP Consulting Engineers will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.

6. At interview, or under separate discussion, we undertake to ensure an open and measured discussion on the subject of any offences or other matters which might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
7. We undertake to disclose any matter revealed in the Disclosure with the subject of that disclosure before withdrawing a conditional offer of employment.
8. HAVING A CRIMINAL RECORD WILL NOT NECESSSARILY BAR YOU FROM WORKING WITH RSP CONSULTING ENGINEERS. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.



CRIMINAL RECORDS DECLARATION

I have read the RSP Criminal Records Policy and declare that I have no relevant unspent criminal convictions.

Signature: _____

Date: _____

Print Name: _____

I have read the RSP Criminal Records Policy and declare the following unspent criminal convictions.

Give dates below of each offence and details of offence and sentence awarded by Court. Details are required even if awarded suspended sentence or admonished by the Court.

Signature: _____

Date: _____

Print Name: _____