

Into Work

Application for Employment

To request a copy of this application pack in an alternative format, phone 0131 475 2600 or email recruitment@intowork.org.uk

Completing this application form

You may complete the application form in type or ink.

You should refer to the Job Description and Person Specification for this post to help compile your application.

Please ensure that you fully complete all sections of the form. You may add sheets if you need extra space to record your responses. We will not accept CVs or partially completed application forms.

You do not need to sign the declaration if you submit your application via email. However, you will be required to sign a copy of your application form if you are given the role.

Submitting this application form

Your completed application form must be sent to the following email address: recruitment@intowork.org.uk

Please note: Due to Covid-19 we are currently working from home and are not accepting postal applications.

Short-listing

In your application, you are expected to address all the points listed on the Person Specification.

The short-listing panel will then assess applications against the criteria listed in the Person Specification. They will consider 'essential' criteria in the first instance but may also consider 'desirable' criteria if there is a high volume of applicants with similar assessments.

Into Work operates an optional 'guaranteed interview' scheme for Disabled applicants or those with a long-term health condition who wish to participate in it. However, there is no obligation to do so.

The scheme guarantees an interview to Disabled applicants or those with a long-term health condition who demonstrate on their application form that they meet the minimum criteria for a vacancy. This means meeting the 'essential' criteria listed on the Person Specification.

Applicants should indicate that they wish to participate in the scheme by completing the separate Equal Opportunities form.

Interviews

If you are selected for interview, we will contact you by the method that you indicate on Section A of the application form.

The Recruitment Panel may decide to invite some applicants to a second interview. The date and time of this appointment will be arranged with the appropriate applicants.

Please note due to COVID-19 restrictions, the recruitment process will be done entirely online. Applicants must have internet access from a safe location. If shortlisted for interview, we will use video conferencing for the interview process. We would expect that the successful applicant would likely be working from home initially, however once COVID restrictions are eased and we return to a regular working environment, you will be based at our partner offices in Haddington, East Lothian.

Adjustments for interview if you are a Disabled Person or have a long-term health condition

You are entitled to ask for reasonable adjustments for taking part in a job interview. The purpose of this is not to give disabled people an advantage, but to level the playing field.

This includes any tasks that may be given as part of the process. For example:

- An applicant with Autism asks for interview questions in advance to have time to formulate responses. (The other candidates should not be given the questions as well).
- An applicant with Anxiety asks to take notes into the interview.
- An interview slot is moved to later in the day for an applicant who has drowsiness from medication in the morning.
- An applicant with Dyslexia is able to take their own laptop into the pre-interview task to enable them to use their Text Help software to check their spelling and similar sounding words.
- An applicant with a stammer is given extra time for their interview.

Applicant Costs

Into Work is not able to pay relocation costs.

Into Work does not pay general costs, such as refreshments, incurred by applicants attending an interview, or travel costs from outwith Edinburgh and the Lothians. However, we will reimburse bus or standard train fares within our operating area of Edinburgh, East and Midlothian.

Eligibility

While we are committed to equality of opportunity for all applicants, Into Work is only able to offer a contract of employment to foreign nationals who can provide evidence that they are eligible to work in the UK.

Criminal Record Check

This post may involve working with vulnerable adults. The post-holder may be required to undertake relevant disclosure checks before employment can commence.

Reasonable Adjustments in Work for Disabled People / People with a health condition

If your application is successful and you require us to make reasonable adjustments, we will discuss with you the best way to achieve this, for you to be able to do the tasks identified in the Job Description. We would welcome your ideas and involvement with this.

Into Work is happy to provide constructive feedback to Disabled applicants and those with a long-term health condition.



Application Form - Section A

The short-listing and recruitment panel will not have access to section A during the short-listing process.

Personal Details

First name: Click here to enter text.	Surname: Click here to enter text.
Home Address: Click here to enter text.	
Contact telephone number: Click here to enter text.	
Contact email address: Click here to enter text.	

Are you an existing member of the Protection of Vulnerable Groups (PVG) Schemes?			
Children's list <input type="checkbox"/>	Adult's list <input type="checkbox"/>	Both <input type="checkbox"/>	Not a member <input type="checkbox"/>

Interviews

If you are selected for interview, we will contact you to confirm arrangements. Please indicate your preferred method of contact here.

Email address or phone number:	Click here to enter text.
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Interviews are expected to last for approximately 45 minutes.

Please indicate any dates that you are not available for interview here.

Click here to enter text.

Do you consider yourself to have a disability or long-term health condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Nature of disability or health condition	Click here to enter text.	
Would you like your application to be considered under the Into Work guaranteed interview scheme for people with a disability or long-term health condition, who demonstrate on their application form that they meet the minimum criteria for the job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please give details of any reasonable adjustments that you would like the short-listing panel to consider when your application form is assessed?		
Click here to enter text.		
Please give details of any reasonable adjustments that you require if you are selected for interview? You are not obliged to provide us with any information regarding special arrangements. However, if you do not do so now, we cannot guarantee to provide the arrangements that you need.		
Click here to enter text.		

Where did you find out about this job?
Click here to enter text.

Please enter your preferred working hours or working pattern.
Click here to enter text.



References

All appointments are subject to satisfactory references. Please give contact details for two people who can comment on your suitability for this post. We will not contact referees before interviews.			
First Referee: Present or most recent employer		Second Referee:	
Name:	Click here to enter text.	Name:	Click here to enter text.
Position:	Click here to enter text.	Position:	Click here to enter text.
Organisation:	Click here to enter text.	Organisation:	Click here to enter text.
Address:	Click here to enter text.	Address:	Click here to enter text.
Telephone:	Click here to enter text.	Telephone:	Click here to enter text.
Email:	Click here to enter text.	Email:	Click here to enter text.
Relationship:	Click here to enter text.	Relationship:	Click here to enter text.

Declaration

If you are submitting this application via email, you do not need to sign the declaration now. If you are invited to an interview, you will be required to sign a copy of this form before the interview begins.

If you are submitting this application via post or by hand, you should sign the declaration now.

I confirm that to the best of my knowledge the information given in this application for employment with Into Work is true and correct. It may be treated as part of any subsequent contract of employment.		 <small>INVESTOR IN PEOPLE</small> 
Signature:	Date:	

Application Form - Section B

This section of your application will be assessed by the short-listing and recruitment panel. They will not see Section A of this form or any of your personal details during the short-listing process.

The panel will not consider any other documents, such as a CV, that you submit with your application.

Current or most recent employment

Job title:	Click here to enter text.	
Employer:	Click here to enter text.	
Address:	Click here to enter text.	
Start date:	Click here to enter text.	Leaving date / Notice required: Click here to enter text.
Reason for leaving:	Click here to enter text.	
Summary of your main duties and responsibilities in the above job: Click here to enter text.		

Previous employment

Job title:	Click here to enter text.	
Employer:	Click here to enter text.	
Employed from date:	Click here to enter text.	Leaving date: Click here to enter text.
Summary of duties:	Click here to enter text.	
Reason for leaving:	Click here to enter text.	

Job title:	Click here to enter text.	
Employer:	Click here to enter text.	
Employed from date:	Click here to enter text.	Leaving date: Click here to enter text.
Summary of duties:	Click here to enter text.	
Reason for leaving:	Click here to enter text.	

Education and Training

School, College, University	Qualification / Subject (s)	Date (s)
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Other relevant experience

Please tell us about voluntary work, projects undertaken, membership of organisations, training courses and any other experience relevant to the post.

[Click here to enter text.](#)

Reason for application

Please tell us why you have made the application for this post at Into Work.

[Click here to enter text.](#)

Abilities, experience, skills, and achievements

Use this main section to explain how your previous experience, abilities, skills and achievements would enable you to meet the requirements of this post. **Please address each of the criteria in the Person Specification separately, giving examples where appropriate.**

You may continue on additional sheets if required.

[Click here to enter text.](#)

Return this form to recruitment@intowork.org.uk