

REFEREES:

Name, Address and Occupation of two referees. They should know you in a work capacity, if previously employed.
One of these referees should be your current or most recent employer.

*Please tick the box if you have any objections to a referee being contacted prior to interview.

Name & Address of Referee: <input type="checkbox"/>	Name & Address of Referee: <input type="checkbox"/>
Phone No.	Phone No.
Occupation:	Occupation:

G

RELEVANT SKILLS, EXPERIENCE AND ABILITIES

Study the job description and provide specific examples of your work, or other activities, which demonstrate your ability or aptitude to undertake the duties of the post. You may also include any other information that you feel is relevant to your application e.g. personal qualities, achievements at work, non-work related or voluntary work experience. Continue on a separate sheet if necessary.

H

ENTITLEMENT TO WORK IN UK

If you are successful in obtaining employment with the organisation, you will be required to provide evidence of your entitlement to work in the United Kingdom.

I

DISABILITY

The Indigo Group welcomes applications from applicants who self-assess themselves as having a disability and guarantees an interview to those individuals who meet the essential criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties, hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability? YES NO

If **yes**, what, if any, type of aids, adaptations, equipment or special arrangements would you require, in order to attend an interview (e.g. Interpreter for the Deaf)?

J

PVG

Are you a PVG scheme member? YES NO

K

REHABILITATION OF OFFENDERS ACT 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended applies to many posts within The Indigo Group, particularly within departments that provide Education or Social Services. Successful applicants for specific posts identified under the above legislation within The Indigo Group which have been identified as being included under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will be required to submit an Enhanced Disclosure, the results of which might impact on your suitability to work in a particular job.

L

ABSENCE MANAGEMENT

The Indigo Group recognises its responsibility for the health, safety and welfare of its employees; however, it is also essential that The Indigo Group identify health problems at an early stage to allow it to respond effectively to actual and potential problems with service delivery. Therefore, all employees are expected to maintain an acceptable level of attendance and each department has a target attendance level, details of which will be discussed if you are appointed.

M

DECLARATION (Read carefully)

I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge. I realise that false information or omissions may lead to dismissal without notice. ALL POSTS ARE SUBJECT TO A SUCCESSFUL ENHANCED DISCLOSURE.

Signature

Date.....

N

Completed applications to be returned by e-mail, marked with the job title you are applying for as the Subject Heading, to:

jobs@indigogrp.com

Signed applications should then be sent, marked Private & Confidential, to:

Human Resources
The Indigo Group
29 Dunagoil Road
Castlemilk
Glasgow
G45 9UR

MONITORING FORM

In order to help The Indigo Group to ensure that its equal opportunity policy is being carried out, would you please provide the information requested below. This information will be kept in strictest confidence separate from your application form and used for statistical purposes only. Please note, the provision of information in this section is entirely voluntary and, if you choose not to do so, this will not be held against you when considering your suitability for the job.

Thank you for your co-operation.

POSITION DETAILS			
Department:		Advert Reference No.	
Position Designation:		Location/Section:	

PERSONAL DETAILS	
Age Group – please tick to indicate which age group you fall within:	
<input type="checkbox"/> UNDER 18 YEARS OLD	<input type="checkbox"/> 18 TO 64 YEARS OLD
<input type="checkbox"/> 65+ YEARS OLD	
Please tick the appropriate box to indicate your sex	
Sex	<input type="checkbox"/> Female <input type="checkbox"/> Male
Are you currently in paid employment?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
Please show your ethnic origin by ticking one of the boxes below.	
White	
<input type="checkbox"/> Scottish	<input type="checkbox"/> Other British <input type="checkbox"/> Irish
Any other White background, please write in:	
Mixed	
<input type="checkbox"/> Any Mixed background, please write in:	
Asian, Asian Scottish or Asian British	
<input type="checkbox"/> Indian	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Chinese
<input type="checkbox"/> Any other Asian background, please write in:	
Black, Black Scottish or Black British	
<input type="checkbox"/> Caribbean	<input type="checkbox"/> African
<input type="checkbox"/> Any other Black background, please write in:	
Other ethnic background	
<input type="checkbox"/> Any Other background, please write in:	
Are you an employee of The Indigo Group?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do you consider yourself to have a disability?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
Where did you see this post advertised? _____	