

**THE DUMBARTON AREA COUNCIL ON ALCOHOL
EMPLOYMENT APPLICATION FORM**

POST APPLIED FOR : ALCOHOL COUNSELLOR

PERSONAL INFORMATION

SURNAME		
FORENAMES		
ADDRESS		
POSTCODE		
TELEPHONE	DAY	EVENING
EMAIL ADDRESS		

Please list two referees. One should be your present or most recent employer.

REFERENCES	ONE	TWO
NAME		
POSITION		
ORGANISATION		
ADDRESS		
TELEPHONE		

SIGNATURE	I declare that the information provided in this application is accurate		DATE
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REFERENCE NUMBER (FOR OFFICIAL USE ONLY)	
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EDUCATION AND TRAINING

ORGANISATION	COURSE	DATE FROM-TO	QUALIFICATION GAINED

PLEASE USE THIS SPACE TO COMMENT ON HOW YOUR EDUCATION AND TRAINING COULD BE APPLIED TO THIS POST.

**REFERENCE NUMBER
(FOR OFFICIAL USE ONLY)**

VOLUNTARY SECTOR / COMMUNITY EXPERIENCE

Please describe any activities in which you are or have been involved. eg. if you have had caring responsibilities, worked as a volunteer or held positions of responsibility in the community.

DATE FROM-TO	ORGANISATION NAME & ADDRESS	POSITION, DUTIES & RESPONSIBILITIES	REASON FOR LEAVING

PLEASE USE THIS SPACE TO COMMENT ON HOW YOUR PREVIOUS VOLUNTARY SECTOR/ COMMUNITY EXPERIENCE COULD BE APPLIED TO THIS POST. CONTINUE ON SEPARATE SHEET IF YOU WISH.

**REFERENCE NUMBER
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ADDITIONAL INFORMATION

Please use this space to tell us your reasons for applying for this particular post and what you feel you have to offer to Dumbarton Area Council on Alcohol. Please add any additional information you feel would be useful.

(Continue on separate sheet(s) if you wish)

REFERENCE NUMBER (FOR OFFICIAL USE ONLY)	
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CRIMINAL RECORD DECLARATION

Dumbarton Area Council on Alcohol promotes equality of opportunity and welcomes applications from diverse candidates. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Some of our posts, for example, are concerned with working with young people and vulnerable adults or handling sums of money. Having a conviction will not necessarily bar you from employment with us – this will depend on the circumstances and background to your offence(s). For those reasons we ask you to give details of any criminal conviction which is not considered as spent under the Rehabilitation of Offenders Act 1974 (as amended). All criminal records information is treated in the strictest confidence.

Do you have any unspent criminal convictions? Please tick as appropriate.

Yes

No

Please disclose the following details of any unspent convictions and any pending court cases.

Type of offence:	
Date:	
Sentence passed:	
Which Court:	

The following questions are optional so only provide information if you wish.

An explanation of the circumstances:

What you learned from the experience:

Declaration: I certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or omissions may lead to dismissal.

I understand that if I am offered a post that is exempt from the rehabilitation of offenders Act 1974, I will be subject to a disclosure check at the appropriate level before the appointment is confirmed.

Signature:

Date:

Full Name (Block capitals)

NB The information on this form will be treated in the strictest confidence. Information about a criminal record will only be looked at if the applicant has been short listed and invited for interview. Information about applicants who are not invited for interview will be destroyed.

REFERENCE NUMBER (FOR OFFICIAL USE ONLY)	
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