

## APPLICATION FOR APPOINTMENT

If completing by hand please use **BLOCK LETTERS** and black ink as this form may be photocopied/scanned.  
 If completing electronically using Word, to fill in a check box, right click, select "Properties" then change Default Value to "Checked" then click OK. When completed save then send your application to: [jobs@pirc.gsi.gov.uk](mailto:jobs@pirc.gsi.gov.uk)

<b>Personal details</b>	
Post applied for: From what publication or source did you learn about the vacancy?	
Surname:	Work/daytime tel no:
Initial(s):	Can we contact you at work? Yes <input type="checkbox"/> No <input type="checkbox"/>
	E-mail: Work: Home:
Permanent address:	Do you hold a current driving licence? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Have you had any criminal convictions, spent or otherwise? Yes <input type="checkbox"/> No <input type="checkbox"/>
Postcode:	Are you eligible to work in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>
Address for letters (if different from above)	Do you require a work permit? Yes <input type="checkbox"/> No <input type="checkbox"/>
	Have you ever possessed any other nationality or citizenship? Yes <input type="checkbox"/> No <input type="checkbox"/>
Postcode:	If YES please give full details with dates
Home tel no:	Are you subject to immigration control? Yes <input type="checkbox"/> No <input type="checkbox"/>
Mobile tel no:	Are you free to take up employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Working pattern

Do you wish to work:	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Other <input type="checkbox"/>
If you wish to work part-time or another pattern, please give details:			

**Disability(You need not answer these questions unless you wish to do so)**

All candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview.

Do you claim a guaranteed interview? Yes  No

**Note:** The Equality Act 2010 protects disabled people. The Act defines a person as disabled if they have a physical or mental impairment which is substantial and long term (i.e. has lasted or is expected to last for at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities. Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission's website as follows:

[www.equalityhumanrights.com](http://www.equalityhumanrights.com)

If you have a disability and are invited to sit a test or attend an interview would you like any special arrangements made?

If so, please give details below:

**Educational and professional qualifications**

Starting with most recent, please list qualifications **relevant to the Person Specification**

Subject	Type of qualification e.g. Standard Grade, Higher, SVQ, Degree	Attainment level

**Membership of professional regulatory bodies**

If you are a member of a professional body, please provide details of your membership

Name of Institute/ Professional Body	Registration number / Level of Membership	Renewal date

## Employment history

Current Employer (please give name, full address, e-mail address & nature of business)	Job title/ position held Dates Main responsibilities / key achievements	Reason for leaving / wanting to leave Notice period	Current Salary

## Previous employment

Please give the following details concerning any previous employment (*starting with the most recent*). Please account for periods where you were not in employment by including other experience, for example voluntary experience, extended travel, and caring experience. Please continue on a separate sheet if necessary. Please add your name to any additional sheets.

Previous Employers (please give name, full address, e-mail address & nature of business)	Job title/ position held Dates Main responsibilities / key achievements	Reason for leaving

**Statement in support of application**

Please use this space to provide evidence of how you meet the criteria of this post, referring to the particular skills, experience and competencies required as set out in the advertisement and information pack. You may also use this space to provide any relevant information not covered elsewhere on this form. Please continue on a separate sheet if necessary. Please add your name to any additional sheets.



**Referees**

Please give names, designations and addresses of two referees, or more, ensuring a five year period is covered, where appropriate. At least one should be your most recent employer where applicable.

<p><b>Current or most recent employer</b></p> <p>Name: Job title: Company name &amp; address:</p> <p>Tel no: E-mail address:</p> <p>How do you know this person, or what is their relationship to you?</p>	<p><b>Previous employer</b></p> <p>Name: Job title: Company name &amp; address:</p> <p>Tel no: E-mail address: address:</p> <p>How do you know this person, or what is their relationship to you?</p>
<p>May we contact this referee now?      Yes      <input type="checkbox"/>      No      <input type="checkbox"/></p>	<p>May we contact this referee now?      Yes      <input type="checkbox"/>      No      <input type="checkbox"/></p>
<p><b>Previous employer</b></p> <p>Name: Job title: Company name &amp; address:</p> <p>Tel no: E-mail address:</p> <p>How do you know this person, or what is their relationship to you?</p>	<p><b>Academic reference</b></p> <p>Name: Job title: Company name &amp; address:</p> <p>Tel no: E-mail address: address:</p> <p>How do you know this person, or what is their relationship to you?</p>
<p>May we contact this referee now?      Yes      <input type="checkbox"/>      No      <input type="checkbox"/></p>	<p>May we contact this referee now?      Yes      <input type="checkbox"/>      No      <input type="checkbox"/></p>

## Security vetting

If you are successful, you will be subject to being security vetted to Level 2 Non Police Personnel Vetting and Scottish Government Security Check (SC). You are asked to confirm if you currently are, or have previously been security vetted to this level, or above.

Yes

No

Where yes, please detail the security vetting level and the date it was obtained

## You must sign and date this form

### Declaration

To the best of my knowledge and belief, all information I have given in support of this employment application is true and complete. This includes the accompanying equal opportunity and recruitment monitoring form. I confirm that all forms in relation to my application were completed by me\*. I understand that if I have given false or misleading information, the PIRC may end any employment contract it offers. By signing this application I understand I am giving consent for the PIRC to obtain the information as outlined in the information pack.

Signature

Date

\*If you have not completed this form by yourself, for example due to writing or language difficulties please explain here

It is not possible to investigate the eligibility of every candidate before interview. You should therefore satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please contact us.

**Note:** The Employment Equality (Age) Regulations 2006, effective from 1 October 2006, protects employees from discrimination and harassment on the grounds of age. Details about your age will be kept separately from your application form and will not be made available to those involved in the selection decision.

Please return the completed form to the address below by

Director of Corporate Services  
Police Investigations & Review Commissioner  
Bothwell House  
Hamilton Business Park  
Caird Park  
Hamilton  
ML3 0QA  
E-mail: [jobs@pirc.gsi.gov.uk](mailto:jobs@pirc.gsi.gov.uk)

**If your application is submitted by email we will require you to sign this form  
if you are successful at reaching the interview stage.**

## EQUAL OPPORTUNITIES RECRUITMENT MONITORING

Please note that this section of the application form **will not** be made available to the selection panel

The Police Investigations and Review Commissioner is committed to a policy of equality of opportunity in its employment practices and, in particular, aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of age, sex, race, colour, ethnic or national origin, marital status, disability, sexual orientation, or religious or similar philosophical beliefs.

We would greatly appreciate your co-operation in completing this form as fully as you can. You do not have to answer all or any of the questions, but it would be very helpful if you did, so we can check that our policy is being applied consistently. The information collected will be treated in the strictest confidence, and will only be used for the purpose of furthering the PIRC's policy of equal opportunity. If you do not wish to answer any question(s) this will not affect your application in any way.

The ethnic monitoring categories listed below are taken from the slightly expanded Commission for Racial Equality (CRE) versions of the ethnic questions used in the Scotland 2001 Census.

*Thank you for completing this form*

Gender	
• Male	<input type="checkbox"/>
• Female	<input type="checkbox"/>
• Prefer not to say	<input type="checkbox"/>
Marital status	
• Married	<input type="checkbox"/>
• Single	<input type="checkbox"/>
• Widowed	<input type="checkbox"/>
• Living with partner	<input type="checkbox"/>
• Divorced	<input type="checkbox"/>
• Civil partnership	<input type="checkbox"/>
• Prefer not to say	<input type="checkbox"/>
Dependents	
<i>Do you have any dependents?</i>	
• Yes	<input type="checkbox"/>
• No	<input type="checkbox"/>
• Prefer not to say	<input type="checkbox"/>
<i>If yes, how many? (Please write in)</i>	
Religious belief	
<i>Do you consider yourself to have religious beliefs?</i>	
• Yes	<input type="checkbox"/>
• No	<input type="checkbox"/>
• Prefer not to say	<input type="checkbox"/>

Ethnicity	
<i>Choose ONE section from A to F which best describes your ethnic group or background, then tick on the appropriate box to indicate your ethnic group.</i>	
A White	
• Scottish	<input type="checkbox"/>
• English	<input type="checkbox"/>
• Welsh	<input type="checkbox"/>
• Irish	<input type="checkbox"/>
• British	<input type="checkbox"/>
• Other (Please write in)	<input type="checkbox"/>
B Mixed	
• Any mixed background (Please write in)	<input type="checkbox"/>
C Asian, Asian Scottish or Asian British	
• Indian	<input type="checkbox"/>
• Pakistani	<input type="checkbox"/>
• Bangladeshi	<input type="checkbox"/>
• Chinese	<input type="checkbox"/>
• Any other Asian (Please write in)	<input type="checkbox"/>
D Black, Black Scottish or Black British	
• Caribbean	<input type="checkbox"/>
• African	<input type="checkbox"/>
• Any other Black (Please write in)	<input type="checkbox"/>

<i>If yes, please indicate your religious belief by ticking the appropriate box:</i>	
• Buddhism	<input type="checkbox"/>
• Christianity	<input type="checkbox"/>
• Hinduism	<input type="checkbox"/>
• Judaism	<input type="checkbox"/>
• Muslim	<input type="checkbox"/>
• Sikhism	<input type="checkbox"/>
• Other <i>(Please write in)</i>	
<b>Disability</b>	
<i>Do you consider yourself to have a disability?</i>	
• Yes	<input type="checkbox"/>
• No	<input type="checkbox"/>
• Prefer not to say	<input type="checkbox"/>
<i>If yes, what is the nature of your disability? (Please write in)</i>	

<b>E Other ethnic group</b>	
• Any other background <i>(Please write in)</i>	<input type="checkbox"/>
<b>F Prefer not to say</b>	
• Prefer not to say	<input type="checkbox"/>

<b>Year of birth</b>	
• Year of birth (yyyy):	<input type="text"/>
• Prefer not to say	<input type="checkbox"/>

<b>Sexual orientation</b>	
• Heterosexual	<input type="checkbox"/>
• Gay Male/Female	<input type="checkbox"/>
• Bisexual	<input type="checkbox"/>
• Prefer not to say	<input type="checkbox"/>