CASWA Application Form - Manager

Please note that this form needs to be completed in one session, as progress cannot be saved. A separate PDF containing the full list of application questions is available for you to review and prepare your answers before completing the form.

* Required

Section 1: Post Applied For Manager

1. Office Location: *

- [ ] Caithness
- [ ] Sutherland

Section 2: Personal Details

2. Full Name *

3. Preferred Name (if different to above) *

4. Home Address *

5. Contact Telephone Number *

6. Email Address *

Section 3: General Information

7. Current Post Title *

8. Period of notice required by current employer *

9. Are there any dates when you will be unavailable for interview? *

10. Are there any adjustments that CASWA will need to make, should you be invited to interview? *

11. Do you require any adjustments to carry out the role if appointed? *

12. Do you currently have the legal right to work in the UK? *

- ◯ Yes
- ◯ No
- ◯ Prefer not to say

13. If you selected "Yes", please indicate your current immigration status: *

- ◯ UK citizen
- ◯ Irish citizen
- ◯ Settled Status (Indefinite Leave to Remain
- ◯ Pre-Settled Status
- ◯ Right to work via visa
- ◯ Other

14. Do you require, now or in the future, visa sponsorship from CASWA in order to work in the UK? *

- ◯ Yes
- ◯ No
- ◯ Unsure

Section 4: References

Please give two referees. One must your current or most recent employer, the other could be a character reference. Referees cannot be a relative or a close friend. Please indicate if they can be contacted prior to interview. (Where a successful candidate has been in paid employment but does not provide a referee from their current or most recent employer CASWA reserves the right to contact that employer.)

15. Referee 1: Name *

16. Referee 1: Job Title *

17. Referee 1: Organisation / Work Address *

18. Referee 1: Email Address *

19. Referee 1: Phone Number *

20. Referee 1: Relationship to Applicant (e.g Line Manager, Supervisor, Academic etc) *

21. Referee 1: May we contact this referee before interview? *

- ◯ Yes
- ◯ No

22. Referee 2: Name *

23. Referee 2: Job Title *

24. Referee 2: Organisation / Work Address *

25. Referee 2: Email Address *

26. Referee 2: Phone Number *

27. Referee 2: Relationship to Applicant (e.g Line Manager, Supervisor, Academic etc) *

28. Referee 2: May we contact this referee before interview? *

- ◯ Yes
- ◯ No

Section 5: Employment History

Please provide your employment history covering the past 10 years, or from when you left full-time education if this is less than 10 years. If you have any gaps in employment, please explain these briefly. We understand that people's work journeys vary, and all types of experience are valued.

29. Employment 1: Post Title *

30. Employment 1: Employer Name *

31. Employment 1: Employer Address *

32. Employment 1: Start Date *

33. Employment 1: End Date - if still employed enter "Current" *

34. Employment 1: Reason for Leaving *

35. Employment 1: Please describe your main responsibilities, the skills and experience you gained, and any achievements you are proud of (maximum 200 words) *

36. Employment 2: Post Title *

37. Employment 2: Employer Name *

38. Employment 2: Employer Address *

39. Employment 2: Start Date *

40. Employment 2: End Date - if still employed enter "Current" *

41. Employment 2: Reason for Leaving *

42. Employment 2: Please describe your main responsibilities, the skills and experience you gained, and any achievements you are proud of (maximum 200 words) *

43. Employment 3: Post Title

44. Employment 3: Employer Name

45. Employment 3: Employer Address

46. Employment 3: Start Date

47. Employment 3: End Date - if still employed enter "Current"

48. Employment 3: Reason for Leaving

49. Employment 3: Please describe your main responsibilities, the skills and experience you gained, and any achievements you are proud of (maximum 200 words)

50. Employment 4: Post Title

51. Employment 4: Employer Name

52. Employment 4: Employer Address

53. Employment 4: Start Date

54. Employment 4: End Date - if still employed enter "Current"

55. Employment 4: Reason for Leaving

56. Employment 4: Please describe your main responsibilities, the skills and experience you gained, and any achievements you are proud of (maximum 200 words)

57. Please explain any gaps in your employment history (optional)

Section 6: Qualifications

58. Please list all relevant qualifications, including the name of the institution or professional body, the level of qualification, and the date achieved. If you have college, university, or professional qualifications, you do not need to include school-level qualifications unless they are directly relevant. *

Section 7: Personal Development

59. Please tell us about any professional development that feels relevant to this role. You can include training courses, workshops, qualifications, professional memberships, volunteering, or any other learning experiences that have supported your practice. *

Section 8: Personal Statement

60. Personal Statement: Please tell us how your experience, skills, knowledge and personal qualities relate to the Job Description and Person Specification. We encourage you to include examples that show how you meet the requirements of the role. Maximum 500 words.
*

Section 9: Additional Information

CASWA roles involve travel between work locations and may occasionally require transporting service users. For this reason, staff must have access to their own vehicle and hold business-use motor insurance.

61. Do you hold a full, clean UK driving licence? *

- ◯ Yes
- ◯ No

62. If you selected "No", please tell us about any current endorsements or penalty points on your licence.

63. Are you able to travel in and around Caithness & Sutherland, using your own vehicle for work-related journeys? *

- ◯ Yes
- ◯ No

64. If appointed, will you be able to obtain and provide CASWA with a copy of your motor insurance that includes business-use cover? *

- ◯ Yes
- ◯ No

65. Would you be comfortable with occasional flexible working if needed, such as an evening, weekend session or an overnight stay for training? This isn't a regular part of the role? *

- ◯ Yes
- ◯ No

66. How/where did you find out about this vacancy? *

- ◯ CASWA'S Social Media Facebook/Instagram
- ◯ CASWA Website
- ◯ Newspaper Advert
- ◯ DWP - Find a Job Website
- ◯ HIJOBS
- ◯ Other

Section 10: Disclosure of Criminal Convictions

The post you have applied for is exempt from Rehabilitation of Offenders Act 1974 by the exclusions and Exceptions Scotland Order 2003 and the Police Act 1997 (Part v). You are required to disclose all convictions (spent and unspent), cautions, warnings and reprimands and any relevant non-conviction information. Please give details regarding any convictions, cautions, warnings or reprimands and any relevant non-conviction information below.

Should you be appointed to the position applied for you will also be required to become a member of the Protection of Vulnerable Groups (PVG) Scheme under the terms of the Police Act 1997 (Part v). **If you fail to complete this section you will not be considered for interview.** Failure to admit to conviction(s) or non-conviction information could result in instant dismissal if appointed and it is later discovered, through the PVG Scheme, the information you have provided is inaccurate. Completing this section may not necessarily debar you from the selection process.

67. Do you have any convictions, cautions, warnings, reprimands, or relevant non-conviction information? If you select "Yes", please complete Sections 1 and 2. If you select "No" please proceed to the Declaration *

- ◯ Yes
- ◯ No

68. If you selected "Yes" above please provide all of the following information: **a)** Please give the date and details of the conviction(s) you were charged with, the sentence received, and the court where your conviction(s) were heard. **b)** Please describe the reasons and circumstances that led to the offence(s). **c)** Please explain how you completed the sentence imposed (e.g., payment of fines, compliance with probation/community service/supervised attendance orders, custodial sentence requirements). **d)** Please state whether any organisation(s) supported you in addressing these issues. **e)** Please tell us what you have learned from your experience.

69. Please provide details of any relevant non-conviction information (e.g., police involvement, investigations, or other matters that may be disclosed through PVG Scheme membership).

Section 11: Declaration

Data Protection Statement The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties' information to prevent or detect crime, to protect public funds, or in other ways as permitted by law. By signing the application form we will be assuming that you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Information Commissioner's Office (ICO).

70. I declare that to the best of my knowledge and belief the information given is correct and complete. I understand that CASWA reserves the right to withdraw the offer of employment or to terminate employment already commenced if the information given to us is inaccurate or misleading in any way. Any job offer is conditional upon receipt of satisfactory references and, if required by CASWA, any medical reports or disclosure check. *

- ◯ I agree

71. Signature (Please type your full name) *

72. Date *

Section 12: Equal Opportunities Recruitment Monitoring

CASWA is committed to promoting equality, diversity and inclusion for all applicants, staff and service users. The information you provide in this monitoring section is confidential and will be used only to help us review and improve our recruitment practices. Although this form is submitted alongside your application, the information is not used in shortlisting or selection decisions. You may skip any question you do not wish to answer. By submitting this form, you consent to CASWA holding this information securely for monitoring purposes.

73. Ethnic Group: Please select the appropriate option

- ◯ White - Scottish
- ◯ White - English
- ◯ White - Welsh
- ◯ White - Northern Irish
- ◯ White Other British
- ◯ White - Any Other White Background
- ◯ Mixed - Any mixed or multiple ethnic background
- ◯ Asian, Asian Scottish/British - Indian
- ◯ Asian, Asian Scottish/British - Pakistani
- ◯ Asian, Asian Scottish/British - Bangladeshi
- ◯ Asian, Asian Scottish/British - Chinese
- ◯ Asian, Asian Scottish/British - Other
- ◯ African
- ◯ African - Other
- ◯ Caribbean
- ◯ Black
- ◯ Any other Black background
- ◯ Arab
- ◯ Any other ethnic group
- ◯ Prefer not to say

74. Gender

- ◯ Woman
- ◯ Man
- ◯ Non-binary
- ◯ Prefer to self-describe
- ◯ Prefer not to say
- ◯ Other

75. Do you identify as trans or have you ever identified as trans?

- ◯ Yes
- ◯ No
- ◯ Prefer not to say

76. Sexual Orientation

- ◯ Heterosexual / Straight
- ◯ Gay
- ◯ Lesbian
- ◯ Bisexual
- ◯ Pansexual
- ◯ Asexual
- ◯ Prefer not to say
- ◯ Prefer to self-describe

77. Age Band

- ◯ 16-25
- ◯ 26-35
- ◯ 36-45
- ◯ 46-55
- ◯ 56 and over

78. Religion or Belief

- ◯ No religion
- ◯ Christian
- ◯ Muslim
- ◯ Hindu
- ◯ Buddhist
- ◯ Jewish
- ◯ Sikh
- ◯ Pagan
- ◯ Prefer not to say
- ◯ Other religion or belief

79. Marriage and Civil Partnership

- ◯ Married / Civil Partnership
- ◯ Not married / Not in a civil partnership
- ◯ Prefer not to say

80. Pregnancy and Maternity: Are you currently pregnant or on maternity leave?

- ◯ Yes
- ◯ No
- ◯ Prefer not to say

81. Dependants: Do you have any dependents?

- ◯ Yes
- ◯ No
- ◯ Prefer not to say

82. Dependants: If yes:

- ◯ Children under 16
- ◯ Sick, disabled or elderly relative/friend
- ◯ Other

83. Disability: Do you consider yourself to have a disability?

- ◯ Yes
- ◯ No
- ◯ Prefer not to say

84. Disability: If selected "Yes", please specify (optional)

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