

PLEASE COMPLETE IN TYPE OR BLACK INK



Post Title: «JOB_NAME»

Location: «LOCATION»

Vacancy Ref: «VAC_REF»

Please state from which source you became aware of this vacancy e.g:
Newspaper (please specify)/Employment Services/Website/Radio etc

PERSONAL DETAILS

Surname «SURNAME»

Initial«INITIALS».....

Address «ADDRESS1»

National Insurance No.

«ADDRESS2», «TOWN»

Current Full Driving LicenceYes/No

Post Code «POSTCODE»

Categories held

Telephone No: Home Mobile.....

Are you related to a Councillor, Director, Depute or Assistant Director of Tayside Contracts?Yes/No

If yes, please give details

Do you require permission to work in the U.K.?.....Yes/No

Expiry date.....

JOB SHARING (Please see Equal Opportunities sheet)

Are you applying for the post on a job share basis?Yes/No

If yes, please state preferred employment arrangements (days/hours)

(Please note: We will try but cannot guarantee that we will be able, to accommodate your preferred working times)

GUARANTEED JOB INTERVIEW SCHEME (Please see Equal Opportunities sheet for advice on this section)

If you have a disability and can offer the skills and experience we consider essential for the post we will guarantee you an interview.

Do you have a disability?Yes/No

If 'Yes', please give any information which may be relevant to your ability to carry out the duties of the post.

Are you an existing employee of Tayside Contracts?Yes/No

Do you have any other employment in addition to your current main employment?.....Yes/No

If yes please give details

QUALIFICATIONS AND TRAINING

Secondary/Further Education (qualifications)

Professional Qualifications/Memberships of Institutes or Societies (with dates)

EMPLOYMENT HISTORY

Present (or most recent) Employment

Post Title

Employer's Name and Address

.....

Salary/Pay Scale

Current Annual Salary/Weekly Pay
(Delete as appropriate)

Date of Start

Date of Finish (if appropriate)

Notice Required

Employer's Name and Address	Post Title	Date of Start	Date of Finish	Leave Reason

EXPERIENCE

Please explain how you meet the job requirements of the position that you are applying for and what skills or experience you have that is relevant to the job. You may draw on experience gained form employment, voluntary work or any general outside interests.

Experience gained in present or most recent post:

Experience gained in previous employment:

Other information in support of your application (including experience in unpaid activities, hobbies, interests, ambitions etc.)

REFEREES

If you have worked, at least one of your referees must be your present or most recent employer. If you are a school leaver please give details of a teacher or work experience tutor who would have knowledge of your skills and abilities. (Please note: no relatives or friends may be used).

1. Name	2. Name
Address	Address
.....
Tel No	Tel No
Relationship to Applicant	Relationship to Applicant

Please tick the box if you do not wish your referees to be contacted without your consent. It is our normal practice to request references prior to interview.

Referee 1

Referee 2

DATA PROTECTION

The information provided by you will be used for assessing, monitoring and statistical analysis of the equal opportunity trends in Recruitment & Selection.

In terms of the Data Protection Act 1998, you are entitled to know what personal information Tayside Contracts hold about you, on payment of a fee of £10.00. Application should be made to the Head of HR Services, Tayside Contracts, Contracts House, 1 Soutar Street, Dundee, DD3 8SS.

CONSENT

I consent to the use of my personal information for the above stated purposes.

Signature Date

CRIMINAL CONVICTIONS

If applying for a post that requires PVG Scheme membership please leave this section blank. Any relevant convictions will be detailed on your PVG Scheme Record.

For applications for all other posts please give details of any prosecutions for which you have been found guilty. If none, please state 'NONE'.

Date	Details of Offence	Sentence

Rehabilitation of Offenders Act 1974 – Advisory Note

Your attention is drawn to the fact that under the above Act you MAY be entitled to answer 'NONE' to the above question even if you have, in the past, been subject to criminal proceedings resulting in conviction and your caution or conviction has become spent. However, certain types of employment are excluded under the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975 from the protection of the Act. It is therefore suggested that if you are in doubt, you take appropriate advice before completing this section.

NOTE: Driving convictions are criminal convictions and should be declared unless spent.

DECLARATION

I declare that to the best of my knowledge the information given in this application is true and correct.

Signature Date

Please return your completed application form to:
HR Admin Team, Tayside Contracts, Contracts House, 1 Soutar Street, Dundee, DD3 8SS

NOTES TO APPLICANTS

Application Form Completion

Please complete the application form in black ink (for photocopying purposes) and return it to the HR Admin Team at the address given on the application form. Alternatively you may apply on line by logging on to www.tayside-contracts.co.uk.

Please note that Tayside Contracts receive a high number of applicants for the majority of our vacancies. The more information you provide in your application, particularly the 'Experience' section, the more likely it is that you will be shortlisted for interview. Job Descriptions are available for every vacancy and the likelihood of you being shortlisted for interview will be increased if you use your application form to detail how you meet the requirements of the vacancy as described in the Job Description.

Application Acknowledgement

With the current volume of applications it is not possible to acknowledge every application by personal letter. There is, however, an automatic acknowledgement of your application if you apply on line. Please note that if you have been shortlisted for interview you will be sent a letter to inform you of this. If you have heard nothing within 4 weeks of the closing date, you should assume that you have been unsuccessful.

Referees

If you have worked, at least one of your referees must be your present/most recent employer. If you are a school leaver please give details of a teacher/ work experience tutor, who would have a knowledge of your competencies, skills and abilities. If you have not been employed in paid work, your referees can be from someone who employed you to undertake unpaid or voluntary work. Please avoid using friends or relatives.

Criminal Convictions

You will be asked in your application form to declare if you have any convictions. Please note that all driving convictions should be declared, unless spent. Under the Rehabilitation of Offenders Act 1974 you may be entitled to exclude convictions even if you have been subject to criminal proceedings provided that your caution or conviction has become spent. However, certain types of employment are excluded from this entitlement under the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975.

If you are applying for a post that requires Protection of Vulnerable Groups Scheme membership you should leave this section blank. Applications for these posts are subject to a disclosure check in the form of PVG membership. Any relevant convictions will be detailed on your PVG Scheme Record and therefore do not need to be disclosed at the time of applying.

National Insurance Number

With effect from 27 January 1997 when Section 8 of the Asylum & Immigration Act 1996 came into force, employers must ensure that any prospective employee is legally entitled to live and work in the UK. Documentary evidence of a passport showing that the holder is a British Citizen or allowed to abode in the UK, or a document showing a permanent National Insurance number (e.g. P45, P60, payslip etc) along with a birth certificate will require to be produced prior to commencement of employment. If you have any queries, please contact the HR Admin team on (01382) 812721.

Equality and Diversity in Employment

Tayside Contracts is an inclusive organisation fully committed to eliminating unlawful discrimination and harassment, promoting equality of opportunity and encouraging good community relations both in employment and in the delivery of our services.

When selecting applicants for employment we will base our decision solely on merit, potential and competence. Applicants will not be treated less favourable because of their gender, sex, marital status, pregnancy, gender reassignment, race, colour, ethnic or national origin, disability, sexual orientation, civil

partnership, religion or belief, age, trade union affiliation, political beliefs, irrelevant criminal conviction, responsibility for dependants or employment status. We oppose all forms of unlawful and unfair discrimination.

Equality Employment Monitoring

In order to fulfil our equality monitoring duties we request all applicants to complete a confidential equality and diversity monitoring form.

This form is detached from your application form and is used solely by our HR Admin Team. The information you disclose will not be seen by individuals involved in the selection process.

Job Sharing

Tayside Contracts views job sharing as a way of increasing the number and range of opportunities for people who find full-time work impracticable. The job advertisement will indicate whether or not the job is suitable for such an arrangement. If so, the duties and responsibilities may be shared by two or more employees. Pay and other benefits will be shared in proportion to the hours that each person works, the general principle being that job-sharers have the same conditions of service pro-rata, as full-time employees.

Guaranteed Job Interview Scheme

Tayside Contracts is fully committed to the recruitment of people with disabilities. We have been awarded Disability Confident Employer Accreditation by Jobcentreplus, which highlights our commitment to interview any disabled candidate who meets the essential criteria for a position.

If you have a disability please ensure that you complete the Guaranteed Job Interview Scheme section of the application form, disclose what your disability is, how it may affect you at work and whether you believe reasonable adjustments are required.

This allows us to take account of your disability and, if necessary, make reasonable adjustments either at interview, during selection tests, or, if you are successful at interview, adjustments to your role or place of work.

Employment Unit

The Employment Unit creates employment opportunities for disabled people and assists people with disabilities to find and retain work.

The Employment Unit offers Job Clubs specifically for disabled people and people with health problems and Work Experience Placements to enable disabled people to develop their skills. In addition, they have a Support Team who provide ongoing assistance and support to people with brain injuries, physical disabilities, sensory impairments, learning difficulties or mental health problems.

The Employment Unit also offers a Workstep programme that provides employers with support for disabled employees in addition to a consultancy and advisory service.

For further information please contact the Employment Unit:

Website: www.dundee.gov.uk/socialwork/employmentsupportservice

Email: employmentsupportservice@dundee.gov.uk

Telephone: 01382 436377

National Fraud Initiative

Key payroll data may be provided to bodies responsible for auditing and administering public funds for the purposes of preventing and detecting fraud. Further information is available on our website:

http://www.tayside-contracts.co.uk/assets/user/File/NFI_tay_contracts.pdf

Complaints Procedure

If you believe at any stage in the recruitment/selection process that you have been unfairly disadvantaged or discriminated against, please write to the Personnel Manager or to the Head of the Unit to which you applied for employment. You can be assured that your complaint will be investigated thoroughly and that a statement of the outcome of the investigation will be made available to you.

General Enquiries

If you require any further advice about completing the application form or about our recruitment/selection procedures, please contact the HR Admin Team, Tayside Contracts, Contracts House, 1 Soutar Street, Dundee, DD3 8SS. Telephone (01382) 834071.

EQUAL OPPORTUNITIES IN EMPLOYMENT

Application for the Post of «JOB_NAME»

Vacancy Ref. No «VAC_REF»

Name «FORENAME» «SURNAME»

Are you applying for the post on a job share basis? Yes/No

Are you applying for the post under the terms of the Guaranteed Job Interview Scheme Yes/No

Are you an existing employee of Tayside Contracts? Yes/No

PLEASE ANSWER THE FOLLOWING BY TICKING THE APPROPRIATE BOXES

I am:

1. Asian, Asian Scottish, Asian English, Asian Welsh or any other Asian British:
 Indian Pakistani Bangladeshi Chinese
 Other Asian background, please detail: _____
2. Black, Black Scottish, Black English, Black Welsh, or any other Black British:
 Caribbean African Other Black background, please detail: _____
3. Mixed Heritage:
 Please detail: _____
4. White:
 English Irish Polish Scottish Welsh
 Other White background, please detail: _____
5. Other Ethnic Background:
 Please detail: _____
6. Prefer not to say

To help us monitor any positive action programmes please complete the sections below.

I am: Male Female I am: Married/Civil Partnership Other Date of Birth: __/__/____

I am: Bisexual Gay Man Gay Woman/Lesbian Hetrosexual/Straight Other
 Prefer not to say

I am:	Buddhist	Christian	Hindu	Jewish	Muslim	Sikh	
	Other Religion or Belief	No Religion	Prefer not to say				

Section 6(1) of the Equality Act 2010 states that a person has a disability if:

- a. That person has a physical or mental impairment.
- b. The impairment has a substantial and long-term adverse effect on that person's ability to carry out normal day to day activities.

Do you consider yourself to have a disability or long term health condition that meets this definition? Yes/No

What is the impact of your disability or health condition? _____

Prefer not to say

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JOB DESCRIPTION

POST TITLE: Catering Assistant

DIVISION/UNIT: Catering Unit

GRADE: 1

RESPONSIBLE TO: Cook in Charge

RESPONSIBLE FOR: N/A

Job Purpose

Undertake, normally under the general direction of a higher graded operative in a kitchen, the preparation, simple cooking and serving of food.

Main Duties and Responsibilities

1. Ensure that safe working practices are adhered to, in accordance with Health and Safety legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Demonstrate and exemplify positive behaviours and attitudes that reflect Tayside Contracts' values and vision through co-operative and partnership working with internal colleagues and all external clients, stakeholders and other interested parties.
3. Promote diversity and ensure equality of access and treatment in employment and service delivery.
4. Assist other operatives within the kitchen and dining room and follow instructions relating to the basic preparation of food and beverages. This will include simple cooking, and reconstitution of convenience or prepared food and vegetables.
5. Comply with control measures for hygiene, health, safety and security on the premises and the surrounding area.
6. Pack/unpack and load/unload food containers food for transporting and serving of meals etc.
7. Carry out general kitchen and dining room cleaning duties, including tables, chairs, benches, floors, walls, equipment and washing up.
8. Set up and put away dining room tables/chairs, benches and equipment.
9. Serve meals at service points and assist in efficient portion and waste control.
10. Assist in the handling of cash as required.

11. Ensure proper maintenance of equipment, reporting faults, as required.

NOTE

You will be required to undertake other duties appropriate to your grade as directed.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For	Responsibility for Service to Others	Responsibility for Financial	Responsibility For Physical &	Initiative & Independence	Knowledge
1	2	4	1	2	1	1	1	2	2	2	1	1