



# Simon Community Scotland

## Application Pack

Thank you for your interest in working with Simon Community Scotland.

Please let us know if you experience any difficulty with our application process or forms. You can email us: [jobs@simonscotland.org](mailto:jobs@simonscotland.org).

Before you begin the application, **please follow the guide** – 'how to apply' – on our website (<https://www.simonscotland.org/join-us/join-our-staff-team/how-to-apply/>).

Once you have completed this form, please email it to [jobs@simonscotland.org](mailto:jobs@simonscotland.org), or send it by post to **Simon Community Scotland, 472 Ballater Street, Glasgow. G5 0QW**. It must arrive with us by the advertised closing date.

If you have any questions, you can get in touch via [jobs@simonscotland.org](mailto:jobs@simonscotland.org), or visit 'how to apply' on our website (<https://www.simonscotland.org/join-us/join-our-staff-team/how-to-apply/>).

## About Your Application

You will be providing your personal details, reviewing some information about the Simon Community and telling us about why you would like to join our team.

Please also be aware that any offer of employment with Simon Community will be subject to satisfactory references and membership of the PVG Adult Scheme (for certain posts). For applicants from overseas you will need to have the necessary work permits / visa in place before starting work.

# Equal Opportunities Statement of Intent

**We strive at all times to be an Equal Opportunities employer. We welcome applications from everyone.**

Simon Community recognises that people can be discriminated against on the grounds of their colour, ethnic origin, nationality, age, gender, marital status, religion, sexual orientation, disability or health problem (including HIV status) and in other ways.

As an organisation we are committed to the principle of equal opportunities for all and the development of a positive policy to combat discrimination and promote equal opportunity in all aspects of our employment practice, recruitment and the selection of staff, opportunities for volunteers, and decision making structures. We will not discriminate on grounds of age, disability, maternity or pregnancy, gender and gender reassignment, race, religion or belief or sexual orientation (unfortunately some of our premises are not suitable for people with significant mobility problems).

In accordance with our various obligations under the relevant legislation acts, our equal opportunities policy and practice will be continually monitored and evaluated in order to ensure its effectiveness.

## Consent to Use of Data

**Before you begin, we need to check that you are happy for us to use and store the information you give us.**

I understand that personal information contained in this application will be stored and processed for the purpose of arriving at a selection decision and the sensitive data will be monitored for the purpose of equal opportunities monitoring. I understand if I am appointed, the information presented will be used to form the basis of my personnel record. If my application is unsuccessful, I understand that my data will be removed after 6 months.

Yes, I understand and consent to the use of my data.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# About You

Please provide your contact details and the role you are applying for.

REMEMBER: Everything you tell us on this form will only be used for our recruitment, selection, and employment purposes. It will be securely stored within Simon Community Scotland, and will not be shared with anyone else.

<p><b>First Name</b> Please let us know the name that you would like to be known by.</p>	
<p><b>Last Name</b> Please let us know your last name or surname.</p>	
<p><b>Home Address</b> Please let us know your current address.</p>	
<p><b>Email Address</b> Please provide an email address that we can reach you on. We will use this to contact you about your application.</p>	
<p><b>Phone Number</b> Please provide a telephone number that we can reach you on. We will use this to contact you about your application.</p>	
<p><b>Work Visa</b> Please let us know if you work under a visa, and any details about your right to work in the UK.</p>	
<p><b>Position Applied For</b> Please let us know the title of the job role that you would like to apply for.</p>	
<p><b>Referral Source</b> We would love to know where you found out about this opportunity.</p> <p><b>Please put an 'x' in the relevant box.</b></p>	<input type="checkbox"/> GoodMoves
	<input type="checkbox"/> S1Jobs
	<input type="checkbox"/> Simon Community Scotland Website
	<input type="checkbox"/> Social Media

	<b>Via a Friend</b> Please tell us their name as they may be entitled to our 'Refer a Friend Scheme' payment if they already work for the Simon Community.	
	<b>Other</b> Please give details in the box to the right:	
<b>Preferred Location</b> Please let us know which location you would prefer to be based in.  If your role specifies a location that you will be based in, we will assume by your application that the specified location is preferred.  <b>Please put an 'x' in the relevant box.</b>	Glasgow	
	North Lanarkshire	
	Edinburgh	
	Perth	
	No Preference	
	<b>Other</b> Please give details in the box to the right:	
<b>Sleepover and Waking Night Shifts</b> If you are applying for a <b>role within our residential services</b> , we would need your flexibility in being able to take part in both sleepovers AND waking night shifts.  If you are applying for a <b>NON residential role</b> , we would still encourage our staff to support each other across teams, and from time to time might ask our staff - regardless of their usual role - to cover night shifts.	Are you able/willing to take part in sleepovers AND waking night shifts as part of the residential role?  <b>Please put an 'x' in the relevant box.</b>	
	Yes	
	No	
<b>Current Salary</b> Please let us know your current salary.		
<b>Notice Period</b> If you are currently employed, please let us know your current notice period.		

# Joining Our Team

Working for Simon Community Scotland means that we will be working together as #OneTeam. We are looking for people who share our values.

In the next few questions, you will be asked to:

- tell us about your job history
- reflect on our values
- confirm you have read about our services, initiatives and the benefits of working with us
- provide personal statements about why you want to work with us, and the skills and experience you bring.

## About Your Job and Education History

<b>1. Current or Most Recent Employment</b>	
<b>Name of Employer</b> Please let us know the name of your current or most recent employer.	
<b>Address</b> Please let us know the address of your current or most recent employer, including their postcode.	
<b>Job Title</b> Please let us know the job title for the role you hold/held during your time with this employer.	
<b>Date Commenced</b> Please let us know the start date of your time with your current/most recent employer.	
<b>Notice Period</b> If you are currently working for this employer, please let us know your notice period.	
<b>Salary</b> Please let us know your current level of salary with this employer, or the level of salary at time you left this employer.	
<b>Reason for Leaving</b> What is your reason for leaving your current/most recent employment?	
<b>Date of Leaving</b> When did you, or will you, leave this employment?	

## Role & Responsibilities

Please give a brief summary of your current or most recent role & responsibilities.

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## 2. Previous Employment

Please give details of your previous employment, starting with the most recent. Please explain any gaps in your employment history. Continue on a separate sheet if necessary.

Dates		Employers Name & Address	Job title & main responsibilities	Reason for leaving
From	To			

### 3. Education & Qualifications

Please give the following information about any relevant qualifications that you hold. If shortlisted, you will be asked to provide evidence of this. Continue on a separate sheet if necessary.

Dates		School, College or University	Qualification / Subject	Grades Achieved
From	To			

### 4. Training & Development

Starting with the most recent, please provide details of any training courses that you have attended that are relevant to this post.

Dates		Course Title	Summary of Content	Course Provider
From	To			

### 5. Registration & Memberships

Please give details of any registrations of regulatory bodies (e.g. SSSC) and memberships of professional bodies as well as membership of the PVG Scheme.

Date Obtained	Expiry Date	Organisation	Registration / Identification Number	Level / Grade

## About Us

People are at the heart of everything we do. We want everyone to have a safe place to live and access to the support they need.

We work with people so that they can resolve their homelessness as quickly as possible. We maintain contact with people – in diverse circumstances – so that we can help them address the underlying reasons for their homelessness, recover and thrive.

By working and learning together we can drive impact and change person-to-person – to transform everyone's experience of homelessness in Scotland.

## Our Values

Below are a list of our values. They are built into every area of activity and tell the story of how people remain at the heart of the Simon Community.

### **Inclusion & Participation**

We include everyone in the services and resources they need, regardless of their circumstances and ensure each person's voice and influence is heard and felt in everything that we do.

### **Personalised & Creative**

Each person we support is an individual with unique circumstances, needs and future potential which requires a uniquely tailored response.

### **Warmth & Regard**

We see beyond a person's current or past circumstances, recognising their inherent value, worth and potential as human beings.

### **Partnership & Collaboration**

We see beyond a person's current or past circumstances, recognising their inherent value, worth and potential as human beings.

### **Supportive & Ambitious**

We encourage and support ambition, building on strengths to foster hope for the people we support and deliver growth and development for staff and volunteers.



## Reflecting on our Values

Having read our values, how do these values connect to you, and to what's important to you?  
Please give examples. (Max. 500 words)

## Learn about Us

Can you confirm that you have read **all of these pages** on our website?

**Our Benefits**  
(<https://www.simonscotland.org/join-us/join-our-staff-team/>)

**Our Services**  
(<https://www.simonscotland.org/about-us/our-services-activities/>)

**Our Initiatives**  
(<https://www.simonscotland.org/our-initiatives/>)

# Your story and why you want to work with US

Please give your key skills and experience, as well as your reasons for applying.

## Experience, Skills, and Qualities

Please use this space to demonstrate your key skills, experience, and personal qualities. (Remember to refer to the 'Personal Specification' in the Job Description). (Max. 500 words).

## Personal Statement

Please explain why you are applying for this role and why you want to work for Simon Community Scotland (max. 500 words).

## Declaration and Submitting

To the best of my knowledge the answers I have written on this form are true. I have answered all questions about myself fully and accurately, and I possess the certificates for the qualifications I claim to hold. I also know of no reason which would prevent me from taking up the post if I was offered it. I hold any work permits necessary and can legally work in the UK.

I agree to all statements within the declaration.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_