# Application to FRASAC for the post of Director

Please return to [bod@frasac.org.uk](mailto:bod@frasac.org.uk)

Or post to:

Board of Directors

FRASAC

38/40 High Street

KIRKCALDY

KY1 1LU

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| Section 1: Personal details | |
| Surname: | First name:  Preferred name: |
| Address: | Tel (preferred): |
| Tel (secondary): |
| Postcode: | Email address: |

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| Section 2: Eligibility |
| To be eligible to act as a Director of FRASAC you must be over 16 years of age, not be an undischarged bankrupt, disqualified from being a company director or a charity trustee, and you must not have an unspent conviction involving deception or dishonesty.  I declare that I am eligible to undertake the role of Director.  Signature: Date: |

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| Section 3: Qualifications and Training  Please list qualifications and training you feel are relevant to the role of Director | | |
| Qualification and/or training | Subject | Date |
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| Section 4: Relevant Qualities, Skills and Experience. | |
| With reference to the information pack, please outline how your work experience (including unpaid work) and your skills and abilities would enable you to carry out the duties of this role. Please include any information which you feel is relevant. | |
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| Section 5: References | |
| Please give the contact details of 2 people who would provide a reference for your suitability to undertake the role of Director of FRASAC. References cannot be a family member. | |
| Reference 1: | |
| Name: |  |
| Position and company name:  (If Relevant) |  |
| Address: |  |
| Tel no: |  |
| Relationship to you |  |
| Reference 2: | |
| Name: |  |
| Position and company name:  (If Relevant) |  |
| Address: |  |
| Tel no: |  |
| Relationship to you |  |
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| Section 6: Declaration | |
| I certify that all the information contained in this form and any attachments is true and correct to the best of my knowledge.  Signature: Date: | |

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| Section 7: Policy on the Recruitment of Ex-Offenders |

**Fife Rape and Sexual Assault Centre (FRASAC)**

**Policy on the Recruitment of Ex-offenders and secure handling etc. of Disclosures**

This document does not form part of your contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure that organisational needs are met. You will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

**Aim of Policy**

The aim of this policy is to state FRASAC’s approach towards employing people who have criminal convictions and to ensure consistent and fair practices are implemented in the recruitment of staff and volunteers who have a criminal record to paid/unpaid posts within FRASAC. The policy also sets out our approach to dealing with confidential disclosure information.

FRASAC is committed to equality of opportunity for all job applicants and aims to select people for employment on their individual skills, abilities, experience, knowledge and, where appropriate, qualifications and training. FRASAC will therefore consider ex-offenders for employment on their individual merits. Our approach towards employing ex-offenders differs, however, depending on whether or not the job is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Please also refer to page 2 for further information).

Having a criminal record will not necessarily debar an individual from working with FRASAC. This will depend on the nature of the position, together with the circumstances and background of the offence(s).

FRASAC will ensure that all of our staff involved in the recruitment process are aware of this policy.

**Advertising, Application pack & Interview procedures:**

All applications forms, job adverts, careers literature, web-site and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position at FRASAC. Please refer to the Disclosure Scotland section within the policy for further information.

At interview or in a later separate discussion, FRASAC will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position applied for could lead to withdrawal of an offer of employment.

When receiving a Disclosure which shows a conviction, FRASAC will take into consideration:

* Whether the conviction is relevant to the position being offered.
* The seriousness of the offence revealed.
* The nature of the offence revealed. Specifically, if a sexual offence is revealed.

FRASAC will contact Disclosure Scotland for further information on the Act under which the offence has been committed. If the offence falls under the Civic Government (Scotland) Act (Section 46) and therefore relates to soliciting, FRASAC will not discriminate against an applicant on these grounds.

* The length of time since the offence took place
* Whether the applicant has a pattern of offending behaviour
* Whether the applicant’s circumstances have changes since offending took place

**Jobs covered by the Rehabilitation of Offenders Act 1974**

FRASAC will not automatically refuse an individual employment because they have a previous criminal conviction.

During job interviews, FRASAC will ask job applicants to disclose any unspent convictions, but will not ask job applicants questions about spent convictions, nor expect them to disclose any spent convictions.

If an applicant has a conviction that is not spent and if the nature of the offence is relevant to the job for which they have applied, the selection panel will review the individual circumstances of the case. Depending on the circumstances of the convictions, the interview panel may, at its discretion, decline to select the individual for employment.

If an employee is charged with, or found guilty of a criminal offence during the course of their employment with FRASAC, they will be required to immediately inform their Line Manager. FRASAC will review the circumstances of the case the employee’s contract of employment with FRASAC may be terminated in line with the appropriate procedures. (Please refer to the Disciplinary Policy).

In addition, if FRASAC have investigated and concluded that an employee may have behaved in a harmful way towards a person or persons in a vulnerable group, FRASAC will be obliged to report this to Disclosure Scotland.

**Jobs that are exempt from the Rehabilitation of Offenders Act 1974**

If the vacancy is one of the excluded jobs listed in the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015, FRASAC will require the applicant to disclose all convictions, whether spent or unspent unless the conviction is classed as ‘Protected’ (i.e. minor historical convictions). Even in these circumstances, however, FRASAC will not refuse to employ a particular individual unless the nature of the conviction has some relevance to the job for which the individual has applied.

A full list of convictions that must be disclosed and convictions that should be disclosed subject to rules is available on the Disclosure Scotland website: www.disclosurescotland.co.uk.

Furthermore, if the job is exempt, FRASAC will, once it has selected the person to whom it wishes to offer employment, seek documentary evidence about that person's criminal convictions. The preferred applicant will be required to be a member of the Protecting Vulnerable Groups (PVG) Scheme.

If the successful candidate is already a member of the PVG Scheme, FRASAC will request a ‘Scheme Record update’ to check their membership and vetting issues after a conditional offer of employment has been made. If the successful candidate is not a member of the PVG Scheme, a conditional offer of employment will be made dependent on them becoming a member of the scheme and having a satisfactory scheme record.

**Disclosure Scotland Check (PVG Scheme):**

FRASAC complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying of Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997 (“the 1997 Act”), for the purposes of assessing applicants' suitability for employment purposes & voluntary positions.

FRASAC also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the secure handling, use, storage, retention and disposal of Disclosure information.  This policy is available to anyone who wishes to see it on request.

FRASAC will undertake to discuss any matter revealed in a Disclosure with the candidate of that Disclosure before considering withdrawing a conditional offer of employment. Note that FRASAC is only able to discuss what is contained on a Disclosure Certificate and not what may have been sent under separate cover by a police force.

FRASAC will use Disclosure information only for the purpose for which it has been provided, and we will ensure that it is not used or disclosed in a manner or for a purpose incompatible with that purpose.

FRASAC will hold and process personal data only with the express consent of the individual.

FRASAC will notify the individual of any non-obvious use of the data, including further disclosure to a third party, identifying the data controller, the purpose for the processing, and any further relevant information.

**Data Protection**

FRASAC also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information. This policy is available on request.

**Storage and Access**

Disclosure information is never kept on an applicant’s personnel file and is always kept separately and securely, in lockable, filing cabinet with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**Handling**

In accordance with section 124 of Police Act 1997 and other related law, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant’s full consent has been given. We will not share disclosure information with a third party unless the subject has given their written consent and has been made aware of the purpose of the sharing.

**Retention**

FRASAC do not keep Disclosures or Disclosure information for any longer than is required after the recruitment (or any other relevant) decision has been taken. In general, this is no longer than 90 days. This is to allow the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances which justify longer retention FRASAC will consult with Disclosure Scotland about this. The same conditions relating to secure storage and access will apply during any such period.

FRASAC will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

**Disposal**

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by shredding. FRASAC will ensure that Disclosure information which is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack).

**Useful links:**

* Disclosure Scotland Code of Practice: <http://www.disclosurescotland.co.uk/>
* Data Protection Act 1998: <http://www.legislation.gov.uk/ukpga/1998/29/contents>
* Police Act 1997: <http://www.legislation.gov.uk/ukpga/1997/50/contents>

**Related Policies:**

* Recruitment and Selection
* Equal Opportunities
* Confidentiality
* Adult Protection
* Data Protection
* Disciplinary

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| Section 8: FRASAC Equal Opportunities Monitoring Form |

**Fife Rape & Sexual Assault Centre (FRASAC)**

**EQUALITY & DIVERSITY MONITORING FORM**

Fife Rape & Sexual Assault Centre (FRASAC) is dedicated to encouraging a supportive and inclusive culture amongst our women centred workforce. It is within our best interest to promote diversity and eliminate discrimination throughout our working environment and culture.

We wish to reinforce our commitment to providing equality and fairness to all in our employment. All employees, no matter whether they are part-time, full-time, or temporary, will be treated fairly. All employees will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised and we will maximise the creativity and efficiency of our whole workforce.

All questions are optional. You are not obliged to answer any of these questions but the more information you supply, this will help inform our inclusion and diversity practices across the whole organisation**.**

**This form is intended to help us to reflect and maintain equal opportunities best practice so as to identify barriers to workforce equality and diversity. All Information provided is confidential and processed separately from applications with restricted access only by senior or an appointed staff member.**

|  |  |  |
| --- | --- | --- |
| 1. Age | Range | Tick box |
|  | Under 13 |  |
|  | 13-15 |  |
|  | 16-19 |  |
|  | 20-24 |  |
|  | 25-29 |  |
|  | 30-39 |  |
|  | 40-49 |  |
|  | 50-59 |  |
|  | 60-69 |  |
|  | 70+ |  |
|  | Prefer not to answer |  |

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| 1. Do you or have you ever identified as transgender? |  | Tick box |
|  | Yes |  |
|  | No |  |
|  | Prefer not to answer |  |

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| 1. Which best describes your sexual orientation: |  | Tick box |
|  | Heterosexual/straight |  |
|  | Gay man |  |
|  | Gay woman / Lesbian |  |
|  | Bisexual |  |
|  | Other (please state) |  |
|  | Prefer not to answer |  |
| 1. Which best describes your ethnic group or origin? | **Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box** | **Tick box** |
| Asian, Asian Scottish or Asian British |  |  |
|  | Pakistani, Pakistani Scottish or Pakistani British |  |
|  | Indian, Indian Scottish or Indian British |  |
|  | Bangladeshi, Bangladeshi Scottish or Bangladeshi British |  |
|  | Chinese, Chinese Scottish, British Chinese |  |
|  | Other (please state) |  |
| African |  |  |
|  | African, African Scottish or African British |  |
|  | Other (please state) |  |
| Caribbean or Black |  |  |
|  | Caribbean, Caribbean Scottish or Caribbean British |  |
|  | Black, Black Scottish or Black British |  |
|  | Other (please state) |  |
| Other Ethnic Group |  |  |
|  | Arab, Arab Scottish or Arab British |  |
|  | Other (please state) |  |
| Mixed or Multiple Ethnic Groups (please state) |  |  |
|  |  |  |
| White |  |  |
|  | Scottish |  |
|  | English |  |
|  | Welsh |  |
|  | British |  |
|  | Irish |  |
|  | Northern Irish |  |
|  | Traveller |  |
|  | Eastern European |  |
|  | Other (please state) |  |
|  |  |  |
|  | Prefer not to answer |  |
| 1. What religion, faith group or religious body do you belong to? | **Please tick box which best describes the group you belong to:** | **Tick box** |
|  | No Religious group |  |
|  | Church of Scotland |  |
|  | Roman Catholic |  |
|  | Other Christian group |  |
|  | Muslim |  |
|  | Buddhist |  |
|  | Sikh |  |
|  | Jewish |  |
|  | Hindu |  |
|  | Pagan |  |
|  | Other, please state |  |
|  | Prefer not to answer |  |

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| 1. Do you have caring responsibilities? | If yes, please tick all that apply | Tick box |
|  | None |  |
|  | Primary carer of a child/children (under 18) |  |
|  | Primary carer of disabled child/children |  |
|  | Primary carer of disabled adult (18 and over) |  |
|  | Primary carer of older person/people (65 and over) |  |
|  | Secondary carer (another person carries out the main caring role) |  |
|  | Secondary carer (another person carries out the main caring role) |  |
|  | Prefer not to answer |  |
| 1. Do you consider yourself to have a disability | **Under the terms of the Equality Act 2010, a disability is defined as a physical or mental impairment, which has a substantial and long term effect on a person’s ability to carry out day-to-day tasks.**  ***An effect is long-term if it has lasted, or is likely to last, more than 12 months.*** |  |
|  | Yes |  |
|  | No |  |
|  | Prefer not to answer |  |

**Where did you see this opportunity advertised?**

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**Thank you for taking the time to complete this questionnaire. This will help inform and reinforce our equality practices and commitment to a more inclusive organisation. All information will be securely processed and is fully compliant with our responsibilities under the General Data Protection Regulation (GDPR).**

Please return in a separate envelope to:

Board of Directors, FRASAC, 38/40 High Street, KIRKCALDY, Fife, KY1 1LU