

GUIDANCE NOTES

These guidance notes will help you fill in our application for employment form.

When filling in the application form, please make sure that you clearly give the name of the position you are applying for. Please do not send CV's.

1	Personal Details
	Please complete all sections ensuring contact details are clear
2	Declaration
	You must sign and date the declaration to confirm that all the information you have given on your application form is, as far as you know, true and correct. If you give us false information or incomplete information, we may reject your application. If we have already offered you the position, we may dismiss you. If sending application by e-mail, if invited to interview we will ask you to sign the declaration.
3	Courses , qualifications & membership of professional organisations
	You should provide details of all your relevant <i>qualifications, education, training and membership of professional organisations</i> . If we ask you to come for an interview, we will ask you to produce evidence of all of the above . We will have to examine evidence before we can offer you a position. If, for any good reason, you cannot bring your original documents to your interview and you are successful, we will ask you to produce original certificates of qualifications and institute membership before we can offer you an appointment.
4	Your present or most recent employer
	You should provide details of your present or most recent employer, clearly giving their name and address, the date you started, your present or most recent salary, your notice period, or the date you left your last post.
5	Present or most recent position
	You should provide a summary of the main duties and responsibilities of your present or most recent position, including the position you held.
6	Previous employment
	Please list in order (putting the most recent first) the details of your employment history. Please remember to include any periods of voluntary work which you consider to be relevant to your application. It would be helpful if you could provide as many details as possible, telling us about any breaks in employment. If asked to come for an interview, we may ask you to explain any breaks in employment.
7	Information to help us consider your application
	This section gives you the opportunity to explain why we should choose you for the position, taking account of your reasons for applying for the post and your qualities, skills, experience and achievements to date; what you consider makes you a suitable applicant; how you meet the person specification and what you could bring to this position. Please make sure you give relevant examples to illustrate how you will meet the requirements of the post. If you need to use any more sheets of paper, please make sure that you put your name (surname and initials) on any sheet you use.
8	Referees
	Give the names and addresses of two referees; preferably both work references, who know you well and can provide reliable current information about your experience/skills/qualifications indicating your suitability for this post. (One of the two must be your present or last employer). If you have had no employment for a significant period of time, please name two referees who can supply a character reference (excluding relatives and friends). References will only be sought for the preferred candidate.

9	Criminal Conviction Declaration
	<p>All candidates invited to interview will be asked to complete a Criminal Conviction Declaration Form. This post is subject to the terms of The Rehabilitation of Offenders Act 1974(Exclusions and Exceptions) (Scotland) Order 2003 and Order 2009 as amended and the Police Act 1997 (Criminal Records) (Scotland) Regulations 2006. This means that candidates MUST supply details of any criminal convictions even if they are regarded as “spent” under the terms of the Rehabilitation of Offenders Act 1974.</p> <p>The post holder will also be subject to a criminal conviction check through the Protection of Vulnerable Groups (Scotland) Act 2007 (“The PVG Act”) as you will be carrying out regulated work with a child or protected adult under the terms of the Act. Consequently individuals who are named on the Disqualified from Working with Children/Adults Lists will commit an offence if they apply for this post and may face prosecution. Accordingly, during the recruitment process, if successful, you will be required to become a PVG Scheme Member/relevant level of disclosure. If you would like further information in relation to the Protection of Vulnerable Groups Scheme, please visit www.disclosurescotland.co.uk.</p>
10	Offer of Post
	<p>The preferred candidate will be offered the post subject to satisfactory references, health questionnaire & criminal conviction check through the Protection of Vulnerable Groups (PVG) Scheme/relevant level of disclosure.</p> <p>Please note all unsuccessful candidates applications will be shredded after 6 months and criminal declaration forms shredded in accordance with our disclosure policy.</p>