

Guidance Notes

for completing Application Form

1 General Information

Please complete all sections of the form in black ink and return to the Office Manager, Children in Scotland, Princes House, 5 Shandwick Place, Edinburgh, EH2 4RG. Additional sheets may be used wherever necessary.

Children in Scotland wishes to ensure that comparison between applicants for posts is thorough, fair and in line with our Equal Opportunities Policy. It is therefore essential that you complete this application form fully.

C.V.s will not be considered by the shortlisting panel.

The first 3 pages of the application form will be detached as soon as it is received. You will be assigned a candidate number and your personal details on page 1 will only be reattached to the main application form after shortlisting has taken place. The interview panel will not see page 2 and 3 until after the interviews. This is to ensure that candidates are not discriminated against because of any information supplied.

Candidates shortlisted for interview will be required to produce proof of identification e.g. birth certificate, driver's licence with photo, passport, and proof of eligibility to work in the UK. A verification check will be carried out by the Office Manager prior to the interview.

2 Vacancy Details

Please ensure that you state the title of the post applied for as we can recruit for more than one post at a time.

If more than one post is applied for a separate application form will be required for each post.

3 Personal Information

Please remember that none of this information is taken into consideration in the shortlisting process, and so applicants should complete all of this section.

4 Declaration

Please ensure that you sign the declaration before returning the form.

If you return your application form electronically you will be asked to sign it if appointed.

5 Qualifications and Training

Please list details of all qualifications and training in this section of the form. Original relevant qualifications must be brought to the interview. For the successful applicant, qualifications awarded may be verified by us writing to the establishment from which the qualification was awarded.

6 Work History

Please give as much detail about your current or most recent post as possible. Internal candidates should note that they should not presume that the shortlisting panel understands their current post. In order to prevent discrimination and to promote equal opportunities only the information given in the application form can be considered.

7 Unpaid work

Please provide details of relevant skills/experience that you have gained through unpaid work.

8 References

Please give contact details for at least two people willing to act as referees. At least one of the referees should be relevant to your current or most recent employment. They should have had some managerial responsibility for your work although we accept that, for some employers, it is policy for Human Resource Departments to provide references.

They should not be colleagues, subordinates or friends. If you have difficulties in obtaining an employers reference eg. students or people returning to work after a long period of absence, please provide details in a covering letter. If this is your first employment a tutor's reference or similar will be acceptable. References regarding unpaid positions will be welcomed. Referees may not be relatives or friends.

Referees will be provided with a copy of the job description and person specification for the vacancy.

Our policy is to request references **prior** to interview for all shortlisted candidates, unless there are exceptional circumstances which must be advised in advance.

For successful candidates written references may be verified by a telephone call to the writer. A standard letter may also be sent to the head of the referee's organisation, or

referee's senior manager, to check that the provision of a reference by this person is acceptable.

9 Information in Support of Application

In this section you should demonstrate why you are suitable for the post. You should refer to the enclosed job description, in particular the person specification. Please relate your experience to these qualities and qualifications and give examples of how you have used these skills.

You may also wish to refer to experiences in community/voluntary work or academic study as well as paid employment.

10 Equal Opportunities Monitoring

Children in Scotland is committed to achieving equality of opportunity and continuously monitors the effectiveness of its policy. To do this we ask applicants to complete the enclosed monitoring form. These forms are separated from the application form on receipt and stored separately in a locked cabinet for a maximum period of 6 months. **The information is confidential and is not seen by the shortlisting panel or the interview panel. It will only be used to monitor our recruitment and selection process.**

11 Disclosure Information

Applicants for posts which will involve contact with children and young people will have received information about Disclosure checks in their application packs. Please do not return any of these forms with your application, these are purely for your information at this stage.

12 Returning the application form

Please keep a copy of the application form. The interview will include questions about the information given.

Return the application form to the Office Manager by the closing date. If the application form is late we may not be able to consider your application.