

How To Complete Your Application Form

The application form has been designed to ensure that we do not ask for any unnecessary information which may suggest discrimination.

Please complete the form as fully and as clearly as you can using black ink to assist in photocopying. If you need additional space for any section, continue on a separate A4 sheet. Please ensure that any such sheets are clearly marked with the section to which they refer and your initials and surname.

Please note that CVs are not acceptable.

- **Declaration**

Please ensure that you sign the Declaration Form.

- **General Information:** You are asked about your health. Information provided will be considered in relation to the requirements of the post for which you are applying. A medical condition will not preclude you from consideration.

- **Asylum & Immigration Act 1996**

You are asked to tell us if you are currently eligible for employment in the UK. This is so that we can ensure compliance with the Asylum and Immigration Act 1996 which requires organisations to ensure individuals to whom they are offering employment have permission to work in the UK e.g. they hold a British passport/birth certificate/work permit etc. If appointed you will be required to produce such evidence.

- **Rehabilitation of Offenders Act 1974:** The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 provides that the Act does not apply to certain professions and types of employment.

If this is the case of the post for which you are applying you must complete the relevant form which will be given to you, declaring all convictions, "spent" or otherwise. Successful candidates will require a satisfactory Enhanced Disclosure Certificate issued by the Scottish Criminal Records Office.

- **Equalities Monitoring Form**

This section provides information for monitoring purposes only. It allows the Association to ensure that, in terms of recruitment, we are not discriminating on the grounds of gender, disability, race, colour, nationality, ethnic origin, or age.

- **Education and Training**

Please give us enough details to assess your attainments in relation to the post for which you are applying.

We will require to see any certificates or qualifications you hold. We will ask you to bring them if you are invited to attend for interview.

- **Present/Previous Employment**

This section asks about your work experience. Please give as much detail as you feel gives us an accurate picture, both about the type of work you are/were doing and the responsibilities you have had. Please start with the most recent, supplying dates where possible. Continue on a separate sheet if necessary.

- **Person Specification**

The enclosed Person Specification lists the minimum essential requirements for this post. When short listing for interview, the selection panel will only consider the information contained in your Application Form, and assess this against the Person Specification Declaration.

- **Personal Qualities/Experience**

Please detail any further experience or information relevant to the post for which you are applying, bearing in mind the information you have been given about the post. Continue on a separate sheet if necessary.

- **References:** References will not be sought prior to interview. Following an interview your permission may be sought to take up your references, where applicable. Employment will only be offered by the Association subject to satisfactory references being received.