

## How to Apply

### Completing the Application Form – Guidance Notes

Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information. **Please note that we do not accept CVs.**

Please keep a copy of the form as the interview may include questions about information given. Please return your completed application form as instructed by the closing date, via post or email. If it arrives late we may not be able to consider it. Please also check that you pay the correct postage as this could cause delays out with our control.

You should look at the Job Description and Person Specification for the job you are applying for. You will have received this in your application pack or it will be available to download online.

The Job Description describes the tasks and responsibilities of the job that you are applying for.

The person specification tells you what experience/qualifications/knowledge and qualities the Recruitment and Selection Panel would be seeking from you. Some of these may be listed as 'essential' and some 'desirable'. If we receive a lot of applicants for a post we may have to select the people who meet the 'desirable' as well as the 'essential' criteria for interview.

### **General Points**

- Be sure to complete the Position Applied for and the Job Ref No, if identified. Our recruitment teams process a large number of vacancies and this ensures that you are considered for the right post.
- Please put your initials at the bottom of each page of the application form.

- Please complete all sections on the first 2 pages and signing as appropriate.

### **Education and Qualifications Achieved**

- Please complete this section with all qualifications achieved and training courses that you have completed, with the most recent first.
- Include any qualifications and training that you are currently working towards and an anticipated date of completion.
- Existing member of the PVG Scheme – If you already have a PVG with another employer, or have in the past, then you will be an existing member.

### **Employment Experience**

- This section asks you to provide details of your most recent position as well as providing details of your employment history. Please account for any gaps in your employment record.
- Some people may have developed relevant skills through part-time/voluntary work or through social/community activities. If you include these details, please ensure to list the name and address of the group(s) involved.

### **Statement in Support of Application**

- This section gives you the opportunity to demonstrate why you are suitable for the role. Before completing please refer to the job description and person specification included with the application pack.
- It is essential to relate your experiences to the information in the application form by giving some specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Ensure that you provide examples of all the points identified on the person specification, this will allow you to demonstrate your suitability for the position that you have applied for.
- Don't forget to include skills which have been developed outside of work, whether these come from being based at home or

social/community activities. These might include running a club or voluntary organisation, bringing up children etc. as well as previous/present employment, studying and training.

- Key areas you should ensure you cover in this section are:
  - **Leadership**, please provide evidence of a situation in which you have shown your leadership qualities
  - **Team Working**, please provide evidence of a relevant team working experience
  - **Communication**, please provide evidence as to how you have used your communication skills.
  - **Planning and Organising**, please provide evidence of planning/organising your work or specific projects.
  - **Self-Awareness**, please provide evidence of your awareness of how your own values, attitudes, judgements, opinions and knowledge impact on others
  - **Capabilities**, please provide evidence of your abilities to perform in this role
  - Please provide evidence to show that you understand the **Principles and values of good care practice.**

## Referees

- As a charity working with vulnerable adults, safeguarding and protecting them is an integral part of our role. We are rigorous in our reference and social media checks for this reason.
- Please ensure that you give referees that cover at least the last five years of employment including one from your current line manager.
- Referees should not be family members or friends.
- If you are currently unemployed, please include your last employer and if you have worked in an unpaid capacity, e.g. as a member of school Parent Council, or in any other voluntary role in the community or have worked on a self-employed basis, please think of individuals you have worked with in their roles to identify as referees.

## Convictions

- With some exceptions having a criminal record will not necessarily prevent an individual from being employed by us. This will depend on the nature of the position sought and the circumstance and background of the offence. If you have declared a criminal record which we believe is relevant to the post applied, we will discuss this with you at the interview.

In September 2015 the Scottish Government made changes about what conviction information needs to be disclosed. [*Some offences must always be disclosed, some offences do not need to be disclosed and some offences must be disclosed in specified circumstances.*] The rules are complicated, so it is important you read the guidance as part of making your application.

Birchwood Highland is exempt from the 1974 Rehabilitation of Offenders Act (Exclusions & Exceptions) (Scotland) Order 2003. As part of any offer of employment candidates will be subject to one of the following:

- For posts in regulated work – Protection of Vulnerable Groups Scheme membership
- For all other posts which are subject to a criminal conviction record check – A Police Act check

Please see attached documents for full information on offences which **must always** be disclosed and on offences which are to be disclosed **subject to rules**.

For more information on the rules, click [here](#).

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For more information on offences which are to be disclosed **subject to rules**, click [here](#).