## How to Apply

Please note that, in the interests of equality, we do not accept Curriculum Vitae (CVs).

If you are interested in a post, you should complete the application form and equal opportunities form. If you wish you can email info@silverburnpark.co.uk to ensure that your application and other forms have been received.

**Accessibility**

We want our recruitment application process to be accessible to everyone. Job information may be made available in alternative formats. We may need to involve other agencies to help us with this. If you require an alternative format or language to help you apply for this post you should call Martin McDonald, Operations Manager on 01333 278775 or email info@silverburnpark.co.uk to discuss your specific requirements.

**Selection Process**

Short listed candidates will be contacted as soon as possible following the appointments panel meeting and invited to attend for interview.

**Recruitment and Selection Pre-Employment Checks**

Unless stated otherwise, all the following checks apply to internal and external candidates before a preferred candidate can start work.

Please read these sections thoroughly. If you are unable to supply any of the essential information or documents we need, we may not be able to proceed with your application. Please also make sure that you bring all the documents you need to your interview to avoid unnecessary delays in the recruitment process.

**Eligibility to Work in the UK**

In accordance with the Immigration Asylum and Nationality Act 2006, evidence of the right to work in the UK must be established. If you are selected for interview, you will be required to produce original forms of identification. If you are not currently entitled to work in the UK, we advise that you visit [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for further information about working in the UK.

**Disclosure Checks**

Before your offer of employment can be confirmed, you will be required to undergo a Protection of Vulnerable Groups check (PVG) through Disclosure Scotland.

**Qualifications, Certificates and Professional Registration**

You will be asked to bring to your interview original documentation/evidence of all relevant educational and professional qualifications, professional registration and memberships. A copy will be taken for our records. If the original certificate is unavailable, you must obtain a certified copy of the document from the issuing body.

**Overseas Criminal Record Checks**

Disclosure Scotland is not able to check the criminal history system of candidates from countries out-with the UK. Therefore you are responsible for obtaining overseas police check if you:

1. have spent three months or more (in a single period) in a non-UK country in the last ten years
2. were born and have lived overseas until adulthood.

If necessary, you will need to provide a translated check from the country/countries involved at you own expense.

The Disclosure and Barring Service (DSB) formally the Criminal Records Bureau (CRB) website at [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check) provides guidance on how you can obtain further information from a number of overseas countries. If the country required is not listed on this website, you must contact the country’s representative in the UK. See the Foreign and Commonwealth website at [www.gov.uk/government/publications/criminal-recrods-checks-for-overseas-applicants](http://www.gov.uk/government/publications/criminal-recrods-checks-for-overseas-applicants).

**Contacts**

If you wish an informal discussion about the job, please contact the named person on the advert.

If you have any administrative queries about the job information pack, application form or the application process, please contact Martin McDonald on 01333 278775 or email info@silverburnpark.co.uk