

## **Guidelines for the completion of a job application form**

**Job applied for:** Statutory Services Manager

**Closing Date:** 8<sup>th</sup> April 2022

Thank you for your interest in North East Sensory Services (operational name of Grampian Society for the Blind).

Please note:

**The successful candidate will be required to undertake an enhanced Disclosure Scotland check, which will disclose any spent and unspent convictions.**

**How to fill in the application form:**

### **Information about the post and personal details:**

Fill in the post and closing date. Ensure that your name, address and other information are clear and readable.

### **Education and Training:**

Please state any standard/'O' grades, SVQ modules etc. Start with the earliest date (i.e. secondary school).

Please use full names of professional bodies, not abbreviations.

Please state what type of membership you are holding (i.e. junior, associate, graduate, professional etc.)

List all relevant training courses which aren't mentioned or relevant to the Qualifications section. Training courses not related to the post or job description needn't be included. This section should include SVQs that were done in the workplace. If any of the courses titles are not self-explanatory, please briefly describe the course.

### **Present/Most recent employment**

If you are currently unemployed, please described your last post.

### **Previous employment**

Account for all periods of time. If you have had a period of unemployment, please state this. This will not disadvantage you in our selection process.

### **Supporting Statement/Additional Information**

This is the most important section to fill in.

#### Reasons for applying:

Ensure that you tell us why you have applied for this post and your long term objectives/plans for the future. What would this post offer you and what would you want from it in the long term?

#### Skills and experience:

Even if you do not have a lot of experience in similar posts you should use this section to tell us about the skills, abilities and aptitude that you do have, where you got them from, how

they were developed and how they match up to the job description. Be as specific as possible and give examples if you can.

This section allows you to tell us what you would offer to the post. You should look closely at the job description before filling in this section to find out what this post entails and the skills required. Do not miss this section out! We will not be able to take your application any further without this information.

**Leisure Interests:**

If you have any interests (domestic, sporting, cultural, educational or outdoor) or belong to any clubs please give a brief description. There is no need to exaggerate!

**Referees**

Check with your referees that they are happy to give you a reference before nominating them. This will ensure that there is no confusion and there will be no delay in having the references returned. You must give us their full name and address so that we can contact them.

One referee must be your current or last employer. Ideally, the other should be your previous employer if you were in this previous post within the last 3 years. Otherwise, the second reference can be from a line manager; professional colleague or professional person who knows you well (i.e. religious minister or leader, college course tutor or similar). Remember, we need to find out how suitable you are for the post, and your referees must be able to provide us with this information. You must not include anyone related to you as a referee.

If you do not want one of your referees to be contacted by us prior to receiving your verbal approval, you must delete 'Yes' in the appropriate field. Otherwise, if you are short-listed for interview your referees will be immediately contacted. Having references before interviewing candidates helps us to select the best person for the job. If NESS is unable to contact referees until after interview and we want to offer you the post, there may be a delay in the offer. We are unable to process contract paperwork for successful applications until two suitable references and Disclosure information are received.

**Declaration**

You must sign this before you post it. This confirms for us that the information you have given is true and that you give us permission to process this information for the purpose of selection for the post and, if successful, as personnel documentation.