**Application Guidance Notes**

PLEASE READ CAREFULLY AND THOROUGHLY BEFORE COMPLETING THE APPLICATION FORM

Completed application forms should be emailed to: [info@wdcvs.com](mailto:info@wdcvs.com)

**Job Vacancy:**

**The Application Form**

West Dunbartonshire CVS has adopted an application form as the most appropriate tool for selecting candidates for interview. Please complete the form supplied, in black ink or type, as fully as you can. Please type or write your answers on the form. CV’s will be not accepted. Please do not attach a CV as this will not be considered in the short-listing process. Please complete all sections of the form – we will be unable to consider incomplete applications. The closing date for receipt of applications is **5 May 2022 at 12 noon.**

Please remember to sign your application and retain a copy of your completed application as the interview will include questions about the information given.

**Interviews**

We are sorry but due to administrative cost, applicants not selected for interview will not be contacted further.

**Role Profile & Person Specification**

Every post advertised by West Dunbartonshire CVS is supported by a clear role and person specification. These outline the key responsibilities of the post and the selection criteria detailing key areas of knowledge, experience and skills required for the post. Read through this carefully. When answering please make sure you give sufficient detail to support your answers. You will also have received a general staff specification applicable to all posts. Please note we are not able to consider previous applications or personal knowledge of you. This means that if you already contribute to the work of West Dunbartonshire CVS either in a paid or voluntary basis, we will not take account of your personnel file or refer to a staff contact unless you have asked them to provide a reference for you.

**Personal Details**

It is important that you complete this section accurately, as the information requested is required in order to process your application and to communicate with you. It is a requirement under the Asylum and Immigration Act 1996 that we do not offer employment to someone who does not have the right to live and work in the UK. If you are successful in being offered this post, it will be conditional on you providing proof to us that you have this right. The easiest way is to provide evidence that you have a National Insurance number, although many alternative documents can also be accepted.

**Career History**

Please provide details of previous jobs and the dates to the nearest month and year you were employed for each one. Please account for any gaps in your employment history. Remember to include any voluntary and/or part time work that you may have undertaken and which may have helped you to develop new skills. If you’ve never been in paid employment or have not worked for a long time, think carefully about any experience that you may have gained, not necessarily in a formal work setting. Please ensure that you include your current or most recent employment even if you feel the job is not relevant to your current application. Explain clearly the main features of your current or most recent job. You should confirm salary details for any posts within the last five years.

**Education, professional qualifications and training**

Any qualifications, which are required for the job, will be set out in the person specification and you should list these in this section. You may also include any other qualifications you possess or courses you have attended which you feel are relevant. Please only tell us about areas which are relevant to the post you are applying for. If your application is progressed to interview stage, you will be asked to provide us with original documentation to support any qualifications or awards you have disclosed.

**Personal Statement**

Use this section to show us how your knowledge, experience and skills match the selection criteria. Do not simply repeat your employment history, consider the knowledge, skills and experience required to do the job and show how you possess these by giving specific examples from your own experience. You can reference any relevant experience or skills gained outside full time work. Do not simply say that you can do the job; or that you possess the requisite skill or ability to undertake specific parts of the role, say how you can do it and make positive statements in a clear and concise way. If necessary you can continue on a separate sheet(s). Any continuation should total more than three handwritten pages or two typed pages but ensure that each page is numbered, includes your name and the position for which you are applying.

**References**

West Dunbartonshire CVS will approach the referees of shortlisted candidates only. You should give the details in the spaces provided of the person(s) most able to confirm your suitability for the post for which you are applying. You must provide details of your present or most recent employer as your first referee and the second referee a previous employer. West Dunbartonshire CVS reserves the right to contact past employers where it seems necessary. If you have not worked in paid employment, you may provide the name and address of any one that knows you well – to confirm the information that you have provided and comment on your suitability for the job. Please do not give the names of friends or relatives, as they will not be approached for a reference.

**Criminal Records and Disqualifications**

West Dunbartonshire CVS complies fully with the Code of Practice issued by Scottish Ministers in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants suitability for positions of trust. We will undertake Criminal Record Checks or PVG membership checks for all staff and volunteers undertaking regulated work. With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. West Dunbartonshire CVS operates a Disclosure Risk Scoring procedure to aid its assessment of this. Any information declared will be kept confidential.

If you are disqualified from working with children or vulnerable adults we are unable to consider you for jobs that involve working with these groups.

**Equality and Valuing Diversity**

West Dunbartonshire CVS is committed to a policy of Equality and Valuing Diversity to ensure that all applicants are treated fairly. If you require any information in this application pack produced in another medium, please contact us and we will do our best to assist you.

If you are shortlisted and invited to the next stage of the selection process, we will ask you to advise us of whether you require any special arrangements made. We ask for this information in advance so that adequate preparations can be made wherever possible.

**Your Personal Information**

We retain and process information provided by you during the recruitment and selection process in accordance with the provision of set out by the Data Protection Act 1998. If you are successful the information you supply will be retained and will form part of your personnel file. If you are not successful, all documentation related to your application will be confidentially destroyed after a period of 6 months.

**Why apply to join the West Dunbartonshire CVS team**

We are a community development and social change agency, supporting activity across the West Dunbartonshire local authority area. One of the network of 32 Third Sector Interfaces across Scotland, we also have a strong representative function to ensure the voice of the sector in represented at strategic level.

The annual leave entitlement is 25 days plus 12 local / public holidays per annum for full time staff. The holiday entitlement increases according to your length of service. Please note, as some of our office closes between Christmas and New Year, you will be required to use some of your holiday entitlement during this period.

All employees are automatically enrolled into our stakeholder pension scheme. Those wishing to opt-out can do so after auto-enrolment.