

Application Form Guidance

Please read these notes carefully before completing your application form. This is important as your application form provides the only information we use to assess your suitability for the post and decide whether or not to progress your application to the next stage.

Please note that we are only able to accept electronic applications, if you are unable to provide an electronic application, please contact the People Team. Please ensure you provide a valid email address as we will use this to contact you during the recruitment process.

General Points

- Be sure to fill in the post title and vacancy reference number to ensure you are considered for the right post.
- Please complete all sections of the application form, we will be unable to consider incomplete applications.
- CV's will not be accepted.
- You will receive an automated email confirming receipt of your application.
- If you have not heard from us within three weeks of the closing date, unfortunately your application has not been progressed on this occasion.
- Please return your completed application form through the portal on the Blue Triangle website

Qualifications and Training

- Please only tell us about any qualification or training which are relevant to the post you are applying for.
- If you are successful in your application, you will need to provide us with original documentation to support any qualifications or training you have disclosed. If original documents are not available you will be required to provide written confirmation from the awarding body.

Employment History

- Please provide details of any previous employment and voluntary work including dates
- Please account for any gaps in your education and employment history

Supporting Statement

- Use this section to demonstrate your suitability for the post by relating your experience to the information provided in the role profile.
- Provide examples which demonstrate what you have achieved and your skills.

- You may wish to draw on skills developed outside work, whether home based or social/community activities. These might include voluntary work, bringing up children, carer responsibilities, as well as previous/present employment, study and training.

References

- As a charity working with vulnerable adults and children, safeguarding and protecting people who use our services is an integral part of our work. We are rigorous in our reference checks for this reason.
- Satisfactory written references must be obtained prior to employment being confirmed.
- Please provide the names, email address and full postal address of two referees. These should be from your last two employers. If you are unable to provide a contact name, please provide details of the organisations HR department.
- If we are unable to obtain a reference from a previous employer, then one reference should be provided by an education or professional person to whom you are known, e.g. GP, Solicitor, etc.

Diversity Monitoring

Blue Triangle is committed to encouraging Equality and Diversity throughout our organisation and particularly welcomes applications from people with a disability and/or people from an ethnic minority.

- In order to monitor equality and diversity during our recruitment processes we collect data using the Diversity Monitoring Questionnaire.
- If you wish to participate in our monitoring, the questionnaire can be completed online – [Blue Triangle Diversity and Monitoring Form](#)
- If you are disabled and have any individual needs to allow you to participate in our recruitment process, please let us know.

Rehabilitation of Offenders Act 1974

- Having a criminal record will not necessarily bar you from working with Blue Triangle, this will depend on the nature of the position together with the circumstances and background of any particular offences.
- If you have declared convictions in your application, which we believe are relevant to the post you have applied for, we will discuss this with you at interview.
- Any information declared will be kept confidential and processed in accordance with Data Protection legislation

Disclosure Scotland – Protecting Vulnerable Groups

- If you are barred from working with children or vulnerable adults, we are unable to consider you for jobs which involve working with vulnerable groups.

Internal Candidates

- You should advise your line manager that you are applying for a role prior to submitting your application.

Recruitment of Ex-Offenders Policy Statement

Blue Triangle 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. Blue Triangle undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a PVG check on the basis of conviction or other information revealed.

Blue Triangle is committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability or offending background, or is disadvantaged by any condition which cannot be shown relevant to performance.

Blue Triangle will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process.

In line with the Rehabilitation of Offenders Act 1974, Blue Triangle will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record.

At interview or under separate discussion, Blue Triangle will undertake to ensure an open and measured discussion on the subject of offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Blue Triangle will undertake PVG membership checks for all staff and volunteers undertaking regulated work. Application forms, job adverts and any other appropriate literature will contain a statement to that effect.

Disclosure Scotland will advise whether a candidate is barred from working with vulnerable adults or children. Blue Triangle undertakes to discuss any matter revealed in a PVG check or Basic Disclosure, with the subject of that disclosure and carry out a Disclosure Risk Assessment, before withdrawing a conditional offer of employment.

Blue Triangle will ensure that all those involved in the recruitment process will be suitably trained to identify and assess the relevance and circumstances of offences, Blue Triangle will ensure that they receive appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

Blue Triangle will use this information only as part of the normal process of checking suitability of candidates for positions.

Data Protection

Blue Triangle will process information (personal data and sensitive personal data) in line with current data protection legislation. Information you provide to us will be securely stored in both physical and electronic formats and information is not stored outside the EU. Your information will not be shared with third parties for marketing purposes.

Blue Triangle is required by law to verify the identity of staff and to check their right to work in the United Kingdom; in addition Blue Triangle will undertake a pre-employment health check to establish your fitness to work. These checks must be successfully completed prior to a final offer of employment being made.

If your application is unsuccessful your application form will be held for a period of 6 months following the date of receipt. Thereafter it will be confidentially destroyed. If your application is successful your data record will be retained for a period of 6 years after the end of your employment, at which time it will be confidentially destroyed.

Blue Triangle will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process. If your application is successful Blue Triangle will process your information for the purpose of facilitating your employment with Blue Triangle (for example, sharing information you provide with statutory bodies including the Care Inspectorate, Disclosure Scotland, Scottish Social Services Council (SSSC), and the Department of Work and Pensions as required by legislation). In addition, we will share information with external partners for the purposes of processing Company benefits (including pensions and insurance).