



## Guidance for completing the Application Form

Thank you for expressing an interest in working for Recovery Scotland. We have written these notes to help potential applicants understand what we are expecting from them when they are completing Recovery Scotland's application form. Please read these notes before completing the application form.

1. If the advert advises that informal enquiries are welcome, we strongly advise that you take up that opportunity to find out more about the post in question.
2. You may submit your application form to us electronically or through the post to our Falkirk office.
3. We prefer that applications are word processed but if you are completing the form in your own handwriting please use black ink and make sure that your handwriting is clear. Forms that are uncompleted or are very difficult to read will not be considered.
4. We welcome any supplementary information that you may care to provide in answering our questions, for example the personal statement. If using additional sheets please sign and date them at the bottom, ensuring that they are firmly secured to the application form.
5. **Please do not enclose a CV as it will not be considered.** We aim to treat all applicants equally and fairly by asking everyone to complete the same application form rather than applicants selecting which information they wish to provide.
6. Please check the closing date and time to ensure that your application form is received by us by the deadline. Applications received after the published closing date and time are usually not considered unless in exceptional circumstances.
7. The application form is an opportunity for you to demonstrate to us your skills, knowledge and level of experience. **We are interested in what you have done, what experience and skills you have acquired, what you have learnt,**

**and most importantly, how all of these might assist you for the job in question.**

8. The job description & person specification document lists the main aim and duties of the post and describes the competencies – the qualifications, experience, skills and knowledge – including the essential and desirable elements.
9. **The Person Specification section indicates the elements that should be demonstrated in your application form and during the interview.**
10. Shortlisting is based on assessing the evidence that you provide against the requirements of the role as described in the person specification. A useful guide is to assume that we know nothing about you and you have to demonstrate to us that you have the necessary competencies to do the job in question. You should explain how you meet as many of the competencies as possible.
11. In completing the application form, you should choose examples of previous or current experience that clearly demonstrates what you did, how you did it and what were the outcomes or results of your performance. For example, simply stating that “I understand the needs of people with substance misuse problems because I am in recovery”, is insufficient as it does not indicate any skill or knowledge of the subject, nor does it indicate how you have arrived at making such a statement.
12. Any information that you supply will be treated as confidential. It will not be disclosed to any third parties and it will be considered only in relation to application for employment with Recovery Scotland.
13. Interview date is fixed and specified on the advert. Unfortunately we cannot change the date of the interview due to the availability of the Interview panel. However, we will endeavor to accommodate any request for changing the time of the interview if possible.

Once again thank you for showing an interest in our work.

Narek Bido  
Chief Executive  
Recovery Scotland