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| **COMPLETING YOUR APPLICATION – NOTES FOR GUIDANCE** |

Read carefully all the information in your application pack, paying particular attention to the **Job Description** which gives details of the duties of the post, and the **Person Specification** which describes the selection criteria which will be used to assess your application.

When completing your application, it is essential to include all experiences relevant to the role. This may, if appropriate, include voluntary/community work or student placements.

By referring to the **Person Specification,** you must explain how you meet the selection criteria.

Please provide details of two employer references, one of which must be from your present or most recent employer.

If you have not recently worked in paid employment, please provide the name and address of someone who can comment on your suitability for the post. This must not be a relative. School/college leavers may provide the and name and school address of their tutor.

Please complete the Equal Opportunities Monitoring Form. This helps us to monitor our recruitment strategy in line with our Equal Opportunities Policy. The form will only be used for statistical purposes.

We will not invite every applicant for interview and shortlisting will be based solely on the information you provide on the application form.

Please remember to add your signature and the date to the end of the form.

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| **QUALIFICATIONS** |
| Hit return at the end of the row to add extra lines |
| **LEVEL**  | **SUBJECT** | **GRADE** | **DATE OF AWARD** |
| *(for example Masters, BSc, HND, HNC, Higher, National 5)* |
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| **QUALIFICATIONS CURRENTLY BEING STUDIED OR WORKED TOWARDS** |
| **LEVEL**  | **SUBJECT** | **GRADE** | **DATE OF AWARD** |
| *(for example Masters, BSc, HND, HNC, Higher, National 5)* |
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| **MEMBERSHIP OF PROFESSIONAL BODIES (if applicable)** |
| **FULL NAME OF ORGANISATION** | **REGISTRATION NUMBER** | **RENEWAL DATE** |
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| **EMPLOYMENT HISTORY AND EXPERIENCE** |
| **CURRENT OR MOST RECENT ROLE** |  |
| **EMPLOYER** |  |
| **DATES OF EMPLOYMENT** |  |
| **REASON FOR LEAVING** **(If applicable)** |  |
| **NOTICE PERIOD** |  |
| **CURRENT/MOST RECENT SALARY** |  |
| **PREVIOUS ROLES**List your most recent job first then work down the page. If a job supports the position applied for, please say more about it in your ‘support of application’ statement. |
| **JOB TITLE AND GRADE** | **EMPLOYER** | **FROM** | **TO** |
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| **REFERENCES** |

Your referees should include your present or most recent employer. Please identify below the person in your organisation who is authorised to confirm your employment and the details given in your application. Your second referee should also have knowledge of your professional skills, knowledge and abilities and be able to offer opinion on your suitability for this post. You should not use family members or friends. Our pre-employment screening also includes, only where appropriate, health and fitness for work, criminal records, qualifications and professional registration.
**Note that references will only be taken up for preferred candidate(s) following interview.**

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| NAME OF FIRST REFEREE | JOB TITLE | EMPLOYER | EMAIL |
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| NAME OF SECOND REFEREE | JOB TITLE | EMPLOYER | EMAIL |
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| **DRIVING LICENCE (Only complete if a driving licence is essential for role)** |

Do you have a driving licence?

YES ❑ NO ❑

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| **STATEMENT IN SUPPORT OF APPLICATION**Please tell us about your personal qualities, skills, attributes, motivations and any major achievements in your career, demonstrating how they match the essential and desirable criteria for the role being applied for. You might find it helpful to read the accompanying guidance notes for application. Your statement should be no longer than 300 words.  |

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| **FOOTNOTES AND DECLARATIONS** |

**Footnote 1.**
The Rehabilitation of Offenders Act 1974 provides, for many people who have been convicted of certain criminal offences, the opportunity to have no need to refer to these convictions or the circumstances relating to them in the course of their daily lives. Certain convictions can, therefore, be regarded as ‘spent’ after the lapse of a period of years under the terms of the Act. The Scottish Huntington’s Association employment for which you are applying is excluded in the provisions of the Act, unless otherwise stated in the job description. Unless stated, you are required not to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act. This means that all previous convictions could result in dismissal or disciplinary action, if not declared. Any information given, however, will be completely confidential and will be considered only In relation to the post for which this application form refers. Previous convictions will not necessarily bar you from employment with Scottish Huntington’s Association.

**Where stated in the job advertisement, this information will be verified by Disclosure Scotland.**

I declare that I:

(a) have no previous convictions ❑

(b) have not been barred from working with vulnerable adults, or children ❑

(c) have previous convictions - details of which I give below ❑

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**Footnote 2.**

In processing any personal information or data we hold about you we will comply with the requirements of The General Data Protection Regulation (GDPR May 2018). In particular all reasonable steps will be taken to ensure data is processed fairly, that data is adequate, accurate, kept secure and not stored longer than necessary, protected against loss or damage and only disclosed (unless required by law or legal process) on a need-to-know basis. Under the regulation you are entitled to ask us in writing to provide copies of certain data we hold about you, upon payment of the appropriate fee.

**Declaration**

I declare that to the best of my knowledge the information contained in this form is accurate and I consent to details being retained confidentially and used for specific and lawful purposes as specified in The General Data Protection Regulation 2018.

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| Signature | Date |