

**Glasgow Centre for Inclusive Living**

**Application for Employment Notes for Guidance**

These guidance notes are designed to assist you to complete the attached application form. Please read this guidance carefully before you complete the form. All recruitment documents and correspondence can be provided in alternative formats – if you require an alternative format, please contact us **recruitment@gcil.org.uk** or **0141 550 4455**.

**Introduction**

Before completing the application form, make sure you have read through the job description and any accompanying information carefully. The information you provide will be used to decide whether you are invited to interview.

All applicants should complete the application form; CVs will **not** be accepted. Applications received after the closing date will also not be accepted, regardless of when the form was signed.

**Job Details**

The advert reference number and job title can be found in the advertisement for the post.

**Personal Details**

Please ensure that you give us your current address and telephone number(s). If you provide your email address, it will only be used for recruitment correspondence; it will not be used for marketing purposes.

If you are invited to interview, you will be required to provide certain documentation to demonstrate that you are entitled to work in the UK e.g. a valid passport, a birth certificate issued in the UK or Ireland, a P45, a P60, or a formal document showing your National Insurance number.

The Guaranteed Interview Scheme is part of our commitment to equality and diversity, ensuring that applicants with a disability who meet all the essential criteria for the role are offered an interview. Under the Equality Act 2010, “disability” includes long-term physical or mental health conditions which have a substantial impact on daily activities. You do not need to share details of your disability at this stage unless you wish to request adjustments for the recruitment process. Any information you provide will be kept strictly confidential and used only to ensure the scheme is applied fairly.

If you require any particular equipment or access arrangements for an interview, or to undertake this post if your application is successful, or for any other part of the recruitment process, it is important to complete this section with as much detail as possible in order that we can make appropriate arrangements.

Declaration:Applicants are reminded that all information contained in the form must be true and correct to the best of your knowledge. Any false information or omissions may lead to summary dismissal. By signing and dating this section, you are agreeing that you understand how GCIL will use the information you have provided and you are also giving your consent for GCIL to do this.

**Qualifications and / or Training**

Refer to the job description and list any qualifications, training or courses etc. from school, further education or elsewhere, which are **relevant** to the job. Please also list any qualifications you are working towards. There are up to 10 blank sections that you can complete.

**Membership of Professional Institutes**

Refer to the job description and if it is necessary for you to be a current member of a professional body, please indicate your current membership status. There are 3 blank sections that you can complete.

**Current Employment**

This section is to provide details of your current employer, or, if you are not working at present, your most recent employer. You should provide brief details of this position, with an emphasis on those areas most relevant to the job applied for.

**Previous Employment**

Please list here, in date order with the most recent first, brief details of your previous employment history. Include any periods of vacation or voluntary work, especially where you feel this is relevant to your application. Please account for any gaps in your employment history. There are 7 blank sections you can complete.

**Relevant Skills, Experience and Abilities**

Before completing this section, please read and consider the job description, person specification and any other details about the post again. You should explain here the skills, abilities, knowledge and experience you have, giving examples of how these demonstrate your ability and aptitude for the post. You can give examples from previous posts (paid or unpaid) you have held, your leisure interests or from your life experiences. **Your responses in this section should be numbered in line with the person specification.**

**References**

Provide details of two referees, one of whom should be your present / last employer. If you are a school leaver, or have been out of employment for some time, a reference from a person who can comment on your abilities in relation to the job would be acceptable. References from colleagues, relatives, partners, or friends are generally not acceptable.

**Recruitment Charter**

We are committed to achieving high standards of quality in recruitment, to ensuring that our appointments are made solely on the basis of merit and that you are treated in a fair and equitable manner.

* When you request a recruitment pack it will be sent out to you by the end of the next working day.
* The information you provide will be treated in confidence and with discretion.
* We will normally advise you within two weeks of the closing date if you are invited to interview. If you have not heard from us within this timeframe, please assume that on this occasion your application has not been successful. Unfortunately, we do not have the financial resources to acknowledge application forms or regret letters further to application.
* We will normally give you at least one week’s notice of the interview, and we ask that you confirm that you are able to attend. If you are unable to attend on the day or at the time requested, we will try, where possible to make alternative arrangements.
* The selection process will be conducted in a professional manner and we shall provide you with sufficient information to enable you to make an informed choice regarding the position applied for.
* If you are successful, we will advise you as soon as possible. Written confirmation will normally be made within two weeks of the interviews.
* If you have been unsuccessful at interview, we will normally advise you, in writing, within two weeks.
* On request, we will give you constructive feedback on your interview.