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Application Guidance and Questions

Before you complete the application form, look at the following documents: Role Description and Applicant Privacy Notice.

Completing the application form

We suggest using the questions below and recording your responses on any external document to ensure no information is lost during the application process. You will be able to copy and paste these into the application form.

Accessibility and support

We strive to host an inclusive, accessible recruitment process that enables all individuals to engage fully. If you have any requirements, please let us know in the application form and for inquiries about accessibility, please contact aleks@tinychanges.com.

If you are unable to complete the application form electronically, please contact aleks@tinychanges.com and someone from our team will be able to go through your application with you over the phone, video call, or another way that suits you as soon as possible.

If you can, we would suggest completing the personal details and monitoring sections of the application form and typing 'supported application' in any field of the core application requiring completion.

It might also be handy to have a look at the application questions below and think of some answers to the questions or take some notes in the draft template if you are able to.

Note: For this application, we ask that you write without the support of AI. We want to hear your authentic voice in your statement, and we want to offer every candidate an equal opportunity to showcase their skills, experience and knowledge. We wrote this vacancy and will sift applications without using AI.

Application Form Questions

Personal Details and GDPR
Name
Phone Number
Where in Scotland do you live?
Age

Other Board Positions
(Please include public, private, charitable, not-for-profit, clubs, associations)

Employment and Volunteering History
Please provide information on up to 3 relevant employment or volunteering roles
Please give details for each role as follows: Period of Employment, Employer's name, role and details of post including duties, responsibilities and achievements:

PVG Scheme
Are you a member of the PVG scheme?
If yes, registered for children or adults?
Your membership number:

Supporting Statement
Please indicate in your personal statement how you think your own experience and skills will benefit Tiny Changes. Include anything you would like us to know and look back at the role description and advert to help you write your statement.

You can write or copy and paste your supporting statement on the application form or feel free to upload it on an additional document.

References
Two references will be sought for successful applicants. We ask for name, number and an email address for your references at this stage, but we will not make any contact until after the interviewing stage.

Accessibility
1. We hope that interviews will be held in person and further details will be provided as soon as they become available. If you require any accessibility adjustments to the interview process, please let us know here.

2. Should you be successful in your appointment to the post and require any reasonable adjustments to be put in place, please let us know here.

Sensitive Personal Information and Diversity Monitoring
We will use diversity and inclusion information to assist us with anonymised equal opportunities monitoring to evaluate the effectiveness of our recruitment process. If you choose to provide this information, it will not be used in the recruitment and selection process and will in no way be connected to your application.

Please help us by filling out this Diversity Monitoring Section which will be used for monitoring purposes, treated in the strictest confidence, and will not affect your application in any way.

Recruitment Monitoring
Help us learn more about where people look for third sector vacancies

Trustee Declaration
Read and confirm trustee declaration on application form. Ask for some help if you need it.

Here is the application form link:
Trustees Application Form

If you have any issues while completing the application, please contact Aleks at aleks@tinychanges.com