

Introduction

At Down's Syndrome Scotland we want to employ the best people for each vacancy we fill. We also want to undertake our recruitment in the fairest way possible. Your application form plays a key part in deciding whether you are invited to an interview. The shortlisting panel will measure it against the person specification and or job/role description and decide who to interview based on the information you provide on your form. To ensure equal opportunities in recruitment, we request that all applicants complete the application form provided as CV's will not be accepted.

We are committed to safeguarding and promoting the welfare of children, young people and protected adults and expect all staff and volunteers to share this commitment. If you are applying for posts within the organisation that may bring you into direct or indirect contact with vulnerable groups, including children, you must ensure that you include on your application a full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies in your application.

General Points

- Take your time and complete the form as fully and as accurately as you can;
- Make sure that you have read through the person specification, job description and advertisement carefully, and ensure that you tailor your application form to these.
- Don't leave out any relevant experience, skills or knowledge that you have – however you gained it.
- You should complete all sections in black ink or electronically.
- If you complete the application form by hand, please use BLOCK CAPITALS.
- Please do not send in your CV. It will not be accepted.

Due to the nature of our organisation some volunteer roles involve working with children and protected adults and in this case successful volunteers will be required to obtain PVG Scheme membership for working with children and protected adults, this scheme replaced Disclosure checks.

Due to COVID19 our offices are currently closed and all staff are working remotely from home using various digital platforms to deliver services and support to families and people with Down's syndrome. If remote working is a potential issue for you, then please contact us so that we can discuss any specific requirements you may have.

Section A – Personal Details

This section provides us with the basic information about you and how we can contact you. By putting your work contact number (or work e-mail address) you are indicating that it is convenient for us to contact you there and we may do so. In any event, any such contact would be made with the utmost discretion.

Section B – Qualifications, Training and Professional Membership

This section requires you to give information on qualifications obtained at school, college or university and any subsequent professional qualifications. In addition, we want to know about any other training you have received which may be relevant to the job for which you are applying. Remember to include “on the job” training, which you didn’t go somewhere else for, such as distance learning.

Any essential or desirable qualifications will be specified in the Person Specification and/or job description. If you do not fully meet the qualification requirements, but have substantial experience, your application may still be considered however, you will need to indicate in Section E – Supporting Statement how your experience equates to any specified qualifications.

Section C – Employment History

The form asks you to give details, to the nearest month and year of previous jobs held. Start with the most recent. Make sure you provide details about any gaps in your employment history.

You may have developed relevant skills through unpaid or voluntary work. These details should be included on the form, particularly where the experience has helped you develop skills and abilities that we have asked for in the person specification.

Section D – Supporting Statement

This is an extremely important part of the application form. This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job description and/or person specification.

The job description is an outline of the main duties of the post and the person specification is a description of the skills, experience and competencies necessary to carry out these duties. In this section of the form, it is essential that you relate your experience to the information given in both these documents.

Make sure you give specific examples. This means telling us what **YOU** did in your job, rather than what your team or organisation do. Give concrete examples which **demonstrate** you have a particular skill, rather than just saying that you have it. As a minimum, address all the points identified in the person specification.

References

You are asked to supply details of 2 referees; one should be your current or most recent employer and the other ideally a previous employer.

If you are self-employed or unemployed, your last employer should be named.

If you have had voluntary or unpaid experience, you could include the Chairperson of the governing body or management committee among your referees.

Section E – General Information

This information confirms that you are eligible to work in the UK and is where you must detail any convictions, cautions, warnings or bind overs you may have received.

The fact that you have a criminal record does not automatically prevent you from being considered for a job. We will consider the nature of the offence, when it happened and if it is relevant to the job. If you are shortlisted, this will be discussed with you at interview.

Some volunteer roles will be required to obtain PVG scheme membership for working with children and protected adults. Should any issues be identified in this process that were not detailed on the application form, this may be deemed grounds for instant dismissal.

Section F – Equal Opportunities Monitoring

We have an Equal Opportunities policy and we need to continually monitor its effectiveness. We ask applicants to supply certain information in order to help us do so. The information is confidential and is not seen by the selection panel. The statistics we produce from this information shows the profile of applicants we attract and can indicate whether particular groups are disadvantaged by our recruitment process.

Returning the Form

After ensuring that all sections of the form are completed, keep a copy for yourself as you may be asked questions about it if you are selected for interview.