

Application Guidance Notes and Additional Information

(1) Completing the application form

Please complete all parts of the application form, carefully considering the requirements of both the job description and person specification as you do so. Please note, if you are an internal applicant, you should not assume that the short listing panel will be aware of your skills and experiences, please see the third paragraph on this page and point **(2)** regarding short listing.

You are also required to complete the equal opportunities information sheet and submit it with your application form. Completion of this form is for statistical monitoring purposes only. It will be separated from your application form and will not be considered during the shortlist selection process.

The front page headed 'Your Personal Details' and the back page/ 'declaration page' will also be separated from your application form before they are given to the short-listing panel. This supports the Association's policy on equal opportunities and eliminates any discrimination related to sex or gender (unless there is a genuine occupational requirement).

Please check that the information you provide is accurate. If you conceal or misrepresent relevant information at any stage during the recruitment process you will be disqualified.

Applications from disabled people are welcomed by the Association. A disability does not preclude an individual from consideration for the job. The Association's policy is to give all disabled people an interview if they satisfy the essential criteria for the job as detailed within the person specification.

(2) Short listing

Short-listing of applicants will be based on the extent to which their experience, qualifications and skills match the selection criteria listed in the person specification.

In the interests of efficiency and economy we do not write to applicants who have not been short-listed. If you have therefore not heard from us within two weeks of the closing date you should assume that your application has been unsuccessful.

(3) Interview

Candidates invited to interview are required to complete a Pre-Employment Medical Questionnaire. This form will be sent with the interview invite letter.

(4) Pre-employment checks

Before any offer of employment is confirmed we need to undertake various checks to ensure your suitability for the post. These will include:

- **Pre-employment medical questionnaire**

You will be asked to complete a medical questionnaire. Depending on the answers you provide on this medical form, you may be required to undergo an examination by our Occupational Health Service (OHS) or your own GP. Please note that if you have a disability our responsibility is to put in place any reasonable adjustments to your workplace, which will help to minimise the effect of such disability, and our OHS will be able to advise on this.

Successful applicants for Project Manager positions will automatically be asked to attend our (OHP) or their GP in order to meet the requirements of Care Commission Registration.

- **References**

External Applicants:

You are required to provide the names of two referees when you make your application for employment. These referees should be from your current employer and your previous employer. These references are very important, and if we do not receive them we cannot confirm your appointment if your application is successful. It is essential that we receive two satisfactory references before you start

work with us and we therefore we will ask you to follow up the matter with your referees as a matter of urgency. If either or both raises queries about your suitability for the post you have applied for, we may withdraw the offer of employment altogether.

Internal Applicants:

You are required to provide the name of your line manager from the Project you currently work at. This reference is very important, and if we do not receive it we cannot confirm your appointment if your application is successful. If your reference raises queries about your suitability for the post you have applied for, we may withdraw the offer of employment altogether.

- **Disclosure Scotland Check**

This check is carried out to help identify people who are unsuitable for certain work involving contact with children and other vulnerable people. You will be asked to complete a 'Disclosure Application Form' in order for an Enhanced Disclosure check to be carried out. The Association will bear the cost of any application.

- **Checks in relation to your right to live and work in the UK**

You may be aware that the Government is very concerned to reduce the incidence of illegal working in the UK. As a result, there has been an amendment to the relevant legislation, and employers are required to check that new and prospective employees have the right to live and work in the UK. Any employment with us is therefore conditional on the production of specific original documentation to establish that you have this right. In most cases we ask to see a current British passport but will send details regarding other appropriate documentation should you not have a current passport.

- **Qualifications**

If the post you have applied to requires you to hold and maintain a professional qualification, we require you to allow us to take copies of your certificates.