

NOTES ON COMPLETING YOUR APPLICATION

Before completing your application, please refer to the following for guidance.

As part of Keep Scotland Beautiful's commitment to the environment, we are endeavouring to reduce the amount of paper that we use. It is asked of all applicants, where possible, that they complete their applications electronically and e-mail them back to the charity. If there are any special circumstances that prevent this, please contact us and we will forward hard copies of all information.

IMPORTANT:

Please be sure to fill in which post you are applying for and the date of your application.

A. Introduction

The decision on who to invite for interview is based on the information provided in completed applications. Therefore, you should use the application form to show how you meet the requirements of the job. Please note that we will only accept curriculum vitae from applicants whose disability makes it difficult for them to complete an application form. All applicants, however, need to show how they meet the person specification.

B. Job description and person specification

You should have received a job description and a person specification with the application pack. The job description lists the job title, location, purpose and main tasks of the job. The person specification lists the experience, skills, abilities and knowledge and required competencies that the successful applicant will need to perform the job effectively. The person specification is divided into what the successful applicant must have (the essential criteria) and what it would be helpful for them to have (the desirable criteria).

C. Application form for employment

Section 1 Personal Information

Please complete personal detail in full

Section 2 Education

Please detail secondary schools or colleges attended, subject/s studied and grades of any qualifications gained

Section 3 Further Education

Please give detail of college, university attended, subject/s studied and qualifications gained. If achieved through distance learning, please give detail of examining body. In this section you can detail any memberships of professional bodies

Section 4 Courses Attended

Please give detail of courses attended that relate to personal development or on the job training. This may include short courses and evening classes where you have gained accreditation, certificate or other

Section 5 Employment History

Please start with your current or most recent employer, and work backwards in chronological order. Do include any periods of military service, registered unemployment and temporary/voluntary employment.

Section 6 Meeting the Person Specification

This section of the application form is **particularly important**. When completing your application **you must show how you meet the person specification** rather than the job description, **otherwise your application will be incomplete and we will not be able to process it**. This is most easily done by taking each point on the person specification in turn.

- Remember, we can only decide to invite you for interview based on the information provided in your application.
- For disabled candidates who may have difficulty completing an application form only - if you are going to send us your curriculum vitae you still need to provide information about how you meet the person specification in the way outlined above.
- If you would like help completing your application, please contact us before the closing date and we will be glad to help you.
- You can continue on additional sheets of paper if necessary, but try to be precise, factual and succinct. The important element here is to try to demonstrate your suitability in a brief manner. Remember, we will have lots of information to consider and will concentrate on the key facts. You will get a chance to express yourself further at interview if selected

Section 7 Other Information

This section is also important. We will want to know about any specific skills, possible career achievements and attributes that enhance your employability. You may wish to tell us what kind of person you think you are and what you would bring to this position.

Section 8 Other Interests

This helps us know a bit more about you, so detail your hobbies, interests or pastimes.

Section 9 General Questions

It is important for us to know what your notice period is so please check this out with your existing employer. Some of our job roles have an essential requirement to hold a valid UK Driving Licence. Where this is the case we ask you to confirm this.

Section 10 Criminal Convictions

The Rehabilitation of Offenders Act 1974 does not require applicants to give details of any convictions that are spent, unless the post is exempt from the Act. However, you must declare all spent / unspent convictions if the post you are applying for is subject to a Protection of Vulnerable Groups (PVG) Disclosure check. Failure to disclose such convictions could result in disciplinary action or dismissal.

The person specification for each role details whether or not a PVG Disclosure check will be applicable

Section 11 Guaranteed Interview Scheme

Our Equality & Diversity policy includes our commitment to making reasonable adjustments to meet the needs of applicants and employees with disabilities. This means that any job applicant who has a disability and meets the essential job requirements will be guaranteed an interview (Guaranteed Interview Scheme).

Section 12 Referees

Please give details of two people (not relatives) that we could approach for references, **one of which should be your current or most recent employer**. Please ensure that you have obtained their permission prior to submission. By completing this section, we will assume you have given these referees permission to disclose information about you to us.

Section 13 Signing your Application

Before submission, make sure that you have signed and dated your application. If you forward by e-mail, this will be deemed confirmation of your application and the information contained therein. Disclosing false information could lead to your dismissal from Keep Scotland Beautiful.

D. Equal Opportunities Monitoring Information

Keep Scotland Beautiful recruits and selects employees by using job-related criteria (the person specification). To ensure that this process is fair, we need to find out how you found out about this vacancy. In addition, we would like information about your gender, age, ethnic origin and disability. We then compare, anonymously, who applies, who we shortlist, and who we appoint, with information about the labour market.

Please complete the enclosed equal opportunities monitoring information form and return it with your application. Please note that this information is separated from the application form before short listing and interviewing.

E. Disability Equality

Keep Scotland Beautiful recognises the exclusion and disadvantages that people with disabilities can experience because of social, economic and material barriers, created by the world in which they live. Keep Scotland Beautiful also recognises that people with disabilities may be enabled by learning additional skills.

Keep Scotland Beautiful will take steps to ensure that it meets its obligations under the Equality Act 2010 and, where possible, exceeds them. This includes making reasonable adjustments to meet the needs of trustees, committee members, job applicants, employees, customers and volunteers, who may have a disability

Completed Applications

All completed applications, equal opportunity forms and additional attachments should be returned to:

Email jobs@keepscotlandbeautiful.org

Or by post to The Corporate Services Department (application form)
Keep Scotland Beautiful
Glendevon House
Castle Business Park
Stirling
FK9 4TZ

Further Information

For more information on Keep Scotland Beautiful please see the following website:

www.keepscotlandbeautiful.org