

# APP1 EMPLOYMENT APPLICATION GUIDANCE NOTES



These guidance notes will help you complete your Employment Application Form, an applicants guide is available at [www.cordia.co.uk](http://www.cordia.co.uk) to assist you during the Recruitment and Selection Process. Please read this guidance carefully before you complete the form. All recruitment information can be provided in alternative formats. If you need assistance because of a disability, with any part of the recruitment process, please contact the telephone number listed in the advert.

## INTRODUCTION

This is your opportunity to tell us how your skills, knowledge, qualifications and competence fit the requirements of the position. The information you provide will be used to decide whether you are invited to interview. Before completing the Employment Application Form, please read the role profile, competencies booklet and any other information thoroughly.

**You should complete the Employment Application Form, CV's will not be accepted. Employment Application forms received by us after the closing date will also not be accepted, regardless of the date the form is signed.**

For the purpose of our records, you should enter complete dates (i.e. DD, MM and YY) as required in the various sections of the Employment Application form.

Where information is obtained to check the details you supply or in pre-employment vetting (for example, references or the result of a police check), this information will not be used for any other purpose. It will be kept securely until our checks are complete. If your Employment Application is unsuccessful your personal information will be securely held for a period of six months and then destroyed. If your Employment Application is successful and you are appointed this information will be stored in your personal file.

## A: POSITION DETAILS

The Job Title, Area of Business and Advert Reference Number will be found in the advertisement for the position.

## B: PERSONAL DETAILS

This information is required to ensure that accurate records are maintained. Please make sure that your personal details are correct and that you have included your current address and telephone number(s). If you provide your e-mail address it will only be used for the purpose of your Employment Application - it will not be used for marketing purposes or shared with, or sold to, any organisation outwith Cordia.

You should only give details about your driving licence and any penalty points if the job advert says a driving licence is required for the job. If you have penalty points this does not automatically mean you are not suitable for the job you have applied for.

### **C: QUALIFICATIONS AND/OR TRAINING AND/OR APPRENTICESHIPS**

Look at the job advert and role profile and give details of any qualifications, apprenticeships, training or courses etc., which are relevant to the job. You will be asked to produce evidence of your qualifications if you are offered the job. You should not attach copies of your qualifications to your Employment Application Form.

### **D: MEMBERSHIP OF PROFESSIONAL INSTITUTES**

Look at the job advert and role profile and if you need to be a current member of a professional body to hold the job (for example, a solicitor or architect), please tell us your current membership status.

### **E: PRESENT EMPLOYMENT**

This section enables you to provide details of your current employer. You should provide brief details of your current position, with an emphasis on those areas most relevant to the job applied for. If you are currently unemployed you should leave this section blank.

### **F: PREVIOUS EMPLOYMENT**

This section enables you to list details of your employment history, starting with your most recent employment first. You should give us brief details of your previous employment, including any temporary or voluntary work, especially where you think that this may assist your Employment Application for this position. If you have previously been employed by a local authority then please ensure exact dates of all previous employment are listed. This will assist in calculating service for annual leave and other entitlements if you are successful.

### **G: RELEVANT SKILLS, KNOWLEDGE AND COMPETENCE**

Using typescript or handwriting, you should use the space provided to state your case, telling us why you, more than anyone else, should be offered the job. You should include details of relevant previous jobs held (both paid and unpaid) and any positions of special responsibility you have held in the workplace and/or in your leisure interests. If you need to use an extra page, remember to write your name and address and the position applied for at the top of the page. Do not replace this section or the Employment Application form in general with a CV, as this **will not be** considered.

### **H: ENTITLEMENT TO WORK IN THE UK**

If you are successful in obtaining employment with Cordia you will be required to provide evidence of your entitlement to work in the United Kingdom. Only certain types of documentation can be accepted as evidence. If you are invited to interview you will be given guidance about what documentation is required and asked to bring this with you to the interview.

## **I: DISABILITY**

As part of our Equal Opportunities Policy, Cordia is committed to a positive approach in the recruitment of individuals who assess themselves as having a disability. The meaning of disability is defined under the Disability Discrimination Act, which automatically includes some people, and for others, where they meet the criteria of "a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities". Every Cordia vacancy will be open to suitably qualified individuals. Employment Application Forms disabled people are actively encouraged. Cordia guarantees to interview applicants who have assessed themselves as having a disability and who meet the minimum criteria for a position. If you require any assistance with your interview, it is important to give us as much detail as possible so that we can make the appropriate arrangements.

## **J: REHABILITATION OF OFFENDERS**

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2003 (as amended) applies to many positions within Cordia, particularly those within Education and Social Work establishments, where we provide services. The advert for the position you are interested in will tell you if this applies.

### **Disclosure Checks**

Successful applicants for some positions will be required to hold or submit a relevant Disclosure Certificate, the results of which might affect your suitability to work in a particular position. The advert for the position you are interested in will tell you if this applies.

## **K. THE PROTECTION OF VULNERABLE GROUPS (PVG) (SCOTLAND) ACT 2007**

The Protection of Vulnerable Groups (PVG) (Scotland) Act 2007 introduces a new Concept of 'regulated work'. Regulated work with children supersedes the definition of child care position in the Protection of Children (Scotland) Act 2003 ("POCSA") and regulated work with adults supersedes contact with an adult at risk.

It is an offence for an individual who appears on either the children or adult lists to apply for, offer to do, accept or do any work in a childcare or protected adult position, where this is applicable to the position applied for.

It is also an offence for Cordia to permit such an individual to undertake such work.

## **L. ATTENDANCE MANAGEMENT**

Cordia recognises its responsibility for the health, safety and welfare of its staff, however, it is also essential that Cordia identify health problems at an early stage to allow it to respond effectively to actual and potential problems with service delivery. Therefore, all employees are expected to maintain an acceptable level of attendance and Cordia has a target attendance level - details of which will be discussed at interview. If you are successful, you may be required to complete a confidential medical questionnaire. You may also have to discuss your responses with an Occupational Health Nurse and attend a pre-employment medical assessment.

## M: DECLARATION

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 dismissal without notice.

## N: HOW WE USE YOUR INFORMATION

By signing and dating this section you are agreeing that you understand how Cordia will use the information you have provided and you are also giving your consent for Cordia to do this.

### N.B. In respect of Section M and S

You should date and sign both the 'Declaration' and the 'How We Use Your Information' sections and return your application form to us no later than the closing date shown on the advert.

## EQUALITIES MONITORING QUESTIONNAIRE

This questionnaire is necessary in providing statistical information that can help us assess the effectiveness of our Equal Opportunities Policy. The information that you supply on this questionnaire will be treated in **the strictest confidence** and will not be made available to the selection panel. Your co-operation with this section of your Employment Application is appreciated. The provision of this information is entirely voluntary. If you choose not to disclose this information this will not be held against you when considering your suitability for the job. Please note that the information asked for in relation to ethnic origin is the same as those categories recommended by the Commission for Equality and Human Rights.

## COMPLAINTS

If you have a complaint about the recruitment and selection process, you should contact the Chairperson or Human Resources, who will aim to resolve your complaint. If you are unhappy with this initial response, this will proceed under the formal complaint procedure. Your complaint will be acknowledged in writing within 5 working days and a full response provided in writing within 10 working days.

If you remain dissatisfied, you must put this in writing. Your complaint will then be investigated further and you will receive a response in writing within 10 working days. If, after this, your complaint remains unresolved and you are still unhappy, you must again put this in writing. Your complaint will then be referred to the Head of People Development and you will receive a response in writing within 15 workings of receipt of your complaint.