



Application Guidance

How to Apply

Completing the application form – guidance notes

Please read these notes carefully before completing your application form. This is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.

General points

- If you need this form in a different format that is more accessible to you, please call us on 01315101565 or email us at info@togetherscotland.org.uk.

Education, training and experience

- This post does not require formal qualifications, although if you do have educational qualifications from school or university please do include this here.
- As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.
- Include all qualifications and training which may be part-time as well as full-time.

Other work/relevant experience

- We value voluntary and lived experience so please tell us about any past experience in this section.
- This could include volunteering you might have done with charities, in school, with community or faith groups. Please tell us who you worked with, when (with dates to the nearest month and year), and a summary of the work you did, noting any key achievements.
- If you have lived experience of being a human rights defender, please include this here. Human rights defenders are people who take action to promote their human rights, the rights of their peers or the rights of others (including adults).

Employment history

- The form asks you to give details, to the nearest month and year, of previous jobs held, as well as basic information on your employer.
- Please provide a summary of your responsibilities and key achievements from your time in the role.

Relevant experience

- This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the job and person profile for the job.
- The job profile outlines the main duties of the post and the person profile contains a description of the skills, experience, qualifications and competencies necessary to carry out these tasks.
- Here it is essential to relate your experience to the information given in both these documents by giving specific examples. For example, telling us what you did in your job rather than what the team did and how you demonstrated a particular skill, rather than simply saying that you have it. Please ensure you address all of the points identified on the person profile which will allow you to demonstrate your suitability for the position you have applied for.
- You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

Disability, Access Needs and Care Experience

- Together has a policy of interviewing applicants who have care experience and/or are disabled and who meet the essential short-listing criteria, which is why we ask for this information.
- The Equality Act 2010 states that a disabled person is: a person who has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.
- The term “care experienced” refers to anyone who has been, or is currently in care. This care may have been provided in many different settings, such as:
 - Kinship care – living with a relative who is not your mum or dad.
 - Looked after at home – with the help of social work.
 - Residential care – living in a residential unit or school.
 - Foster care – living with foster carers.
 - Secure care – living in a secure unit.
 - Adoption

- Please note that this is separate from our Equality and Diversity Monitoring Form, which is an optional form we ask all applicants to complete so that we can monitor how effective our recruitment process is to make it as inclusive as possible.

References

- Verbal and/or written references will be obtained prior to any conditional offer being made.
- Please ensure you give references that cover at least the last two years of employment or volunteering work, including one from your current or most recent line manager. If you have worked in a voluntary or unpaid capacity e.g., as a member of a Parent Teachers Association, you could include the chair of the committee among your references.

Criminal Record

With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record which we believe is relevant to the post, we will discuss this with you at the interview stage.

Applicants are asked to declare any criminal record on the page marked Criminal Records, Disqualification & Declaration as follows:

- This post is not exempt from the Rehabilitation of Offenders legislation, therefore you must declare all convictions, cautions, reprimands, or final warnings on your criminal record, both spent and unspent. Successful candidates will also be asked to consent to a PVG Scheme Disclosure via Disclosure Scotland. The details of any criminal record should be noted on the page marked Criminal Record/Disqualification/Other, which should be removed from the application form and returned in a sealed envelope marked with your name and 'criminal record/other'. Any information declared will be kept confidential and in line with data protection principles.

Disqualification from working with children or vulnerable adults

If you are disqualified from working with children or vulnerable adults we are unable to consider your application as the position will involve some degree of contact with children and young people.

Returning the form

- Please keep a copy of the form. The interview will include questions about information given.
- Please return your completed application form and Equality and Diversity Monitoring Form by email to info@togetherscotland.org.uk, by the closing date. If it arrives late, we will not be able to consider you.
- Remember we are only able to measure your suitability from the information you provide.
- If you require any further advice on any of the above, please email christine@togetherscotland.org.uk

Our contact details

Together (Scottish Alliance for Children's Rights), The Melting Pot, 15 Calton Road, Edinburgh, EH8 8DL

Email: christine@togetherscotland.org.uk Web: www.togetherscotland.org.uk