



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.

Please note that Victim Support Scotland requires applications to be submitted electronically.

Please ensure you provide a valid email address as we will use this address during the process to advise you on the status of your application. Applicants who are invited for interview will be asked to sign their application form at that point.

Candidates without access to a computer or are unable to submit their application electronically, should contact HR.

It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equality and Diversity policy. To do this fairly we need all applicants to provide relevant information about themselves to be assessed against the criteria in the enclosed job description.

We are not able to consider previous applications or personal knowledge of you. If you already work for VSS either on a paid or voluntary basis, we will not make reference to your HR file or discuss your application with your line manager.

1. General Points

- Be sure to fill in the position applied for and location from the advert to ensure you are considered for the right post.
- If you need any help completing the form, please contact HR.
- Please complete **all** sections of the form, incomplete applications may not be considered.
- If you fill the text box, please continue on a separate sheet. Excess text in this box will not print and your application will be treated as incomplete.
- CV's will not be accepted.
- Shortlisting for advertised posts is generally done during the week following the closing date. In order to keep administrative costs as low as possible, returned

applications will not be acknowledged. If you have not heard from us within four weeks of the closing date, then your application will have been unsuccessful on this occasion.

- Please return your completed application forms by email as a Microsoft Word document to jobs@victimsupportsco.org.uk. Please ensure you quote the position applied for and location on your application and in the subject box in your email.

2. Qualifications and Training

- Include details of any qualifications which are relevant to the post you are applying for.
- Include details of any training you received which can be verified by certificates you have received and which are relevant to the job you are applying for.
- If your application is progressed, you will need to provide us with original documentation to support any qualifications or awards you have disclosed. If these are not available, written confirmation will be required from the awarding body if you are successful in your application.

3. Employment experience

- Please provide details of any previous jobs and the dates (to the nearest month and year) you were employed for each.
- Please account for any gaps in your education and employment history.
- Some people will have developed relevant skills through voluntary work. If you include any voluntary work, list the name and address of the organisation/group involved and the relevant dates.

4. Supporting Statement

- This section gives you the opportunity to demonstrate why you feel you are suitable for the post. Before completing it, refer to the job description for the job.
- It is essential to relate your experience to the information given in the job description by giving specific examples. Make sure you focus on what **you** did in your job and how **you** demonstrated a particular skill, rather than simply saying you have it.
- You may wish to draw on skills developed outside of work, whether home based or social/community activities. These might include voluntary work, bringing up children, carer responsibilities, as well as previous/present employment, study and training.
- Additional sheets can be used to complete your statement.

5. References

- As a charity working with Protected Vulnerable Groups, safeguarding and protecting people who use our services is an integral part of our work. We are rigorous in our reference checks for this reason.
- All written references must be obtained prior to employment being confirmed.
- You are asked to provide names, email address and full postal address of two referees. These should be from your two most recent employers. If a reference is not available from a previous employer then one reference should be provided by an educational or professional person to whom you are known, e.g. GP, Solicitor, University/College tutor etc.

6. Diversity Monitoring

Victim Support Scotland is committed to encouraging Equality and Diversity throughout our organisation and particularly welcomes applications from people with a disability and/or people from an ethnic minority.

- VSS is committed to equal opportunities in our recruitment process. To assist in monitoring, we will collect data using the Equal Opportunities Monitoring Form, which is available to download, complete and return along with your completed Application form.
- It is important for you to let us know if you have any individual needs if you are disabled for the purposes of this recruitment process, for example, in relation to the completion of the application form; for the interview where assessment exercises may be included; or in general, for the purposes of attending the interview (eg physical access, communication support, personal support). A member of the HR Department will contact you if you have identified any reasonable adjustments required.

7. 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 interview.
- The details of any criminal record should be noted on the page marked Rehabilitation of Offenders Act 1974 – Self Declaration. Any information declared will be kept confidential and in line with data protection principles.

8. Returning the form

- You may want to keep a copy of the form, as the interview will include questions about the information given.
- Please return your completed application forms by email as a Microsoft Word document to jobs@victimsupportsco.org.uk Please ensure you quote the position applied for and location clearly on your application and in the subject box in your email.
- If experience problems in completing and/or returning the form electronically, please contact the HR Department.
- If you require any further advice on any of the above, please phone or email the HR Department.
- Unless otherwise stated applications should be submitted by 17:00 hours on the closing date.

9. Internal Candidates

- You should advise your line manager that you are applying for a role prior to submitting your application.

10. Recruitment of Ex-Offenders Policy Statement

Victim Support Scotland complies fully with the Code of Practice, issued by Scottish Ministers in connection with the use of information provided to registered persons and other recipients of information by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. VSS undertakes to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a PVG/Disclosure check on the basis of conviction or other information revealed.

VSS is committed to equality of opportunity, to following practices, and to providing a service which is free from unfair and unlawful discrimination. We ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown relevant to performance.

VSS will undertake Criminal Record Checks or PVG membership checks for all staff and volunteers undertaking regulated work. Application forms, job adverts, websites and any other appropriate literature will contain a statement to this effect.

VSS will encourage all applicants selected for interview to provide details of their criminal record at an early stage in the application process. VSS would ask that this is sent under separate, confidential cover and guarantee that only those who are part of the recruitment process will see this information.

In line with the Rehabilitation of Offenders Act 1974, VSS will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of

the position is such that we are entitled to ask questions about an individual's entire criminal record.

Disclosure Scotland will advise whether a candidate is barred from working with vulnerable adults.

VSS will use this information only as part of the normal process for checking suitability of candidates for positions.

At interview, or under separate discussion, VSS will undertake to ensure an open and measured discussion on the subject of offences or other matters that might be considered relevant for the position concerned. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

VSS undertakes to discuss any matter revealed in a PVG check or Basic Disclosure, with the subject of that disclosure and carry out a Disclosure Risk Assessment, before withdrawing a conditional offer of employment.

VSS will ensure that all those involved in the recruitment process will be suitably trained and/or receive guidance to identify and assess the relevance and circumstances of offences. VSS will also ensure that they receive appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).