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| **CANDIDATE APPLICATION FORM** | |
| **Vacancy Details – For Senior Staff Team use** | |
| **Vacancy Reference Number** | IRCXXXX |
| **Job Title** | Enter Job Title |
| **Closing Date** | Enter Closing Date |

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| **Personal Details** | | | | | | | |
| Title: |  | Forenames (In Full): |  | Surname: | |  | |
| Any other names by which you have been known: | | | |  | | | |
| Permanent Address including Post Code: | | |  | | | | |
| Contact Address (If different from above): | | |  | | | | |
| Telephone Number/Other Mobile: | | |  | | E-mail Address: |  | |
|  | |
| Nationality at Birth: | | |  | | Current Nationality: |  | |
| Have you ever possessed any other nationality or citizenship? | | | Yes  No | | ***If YES give full details with dates here*** | | |
| Are you free to remain and take up employment in the UK? | | | Yes  No | | Are you subject to immigration control? | | Yes  No |
| Do you need a work permit? | | | Yes  No | | Do you require sponsorship? | | Yes  No |
| Are you are an existing Scottish Government employee? | | | Yes  No | | ***If YES please enter your Employee Number here*** | | |
| Are you employed in an Other Government Department (OGD) or NDPB? | | | Yes  No | | ***If YES were you recruited through Open and Fair recruitment?*** Yes  No | | |
| If you answered yes to the last two questions please provide your current employers HR Details: | | | Name | |  | | |
| Telephone | |  | | |
| E-mail | |  | | |

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| **Working Pattern** | |
| Please tick your preferred working pattern | Full-time  Part-time |
| If you wish to work part time or another pattern, please state details: |

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| **Advertising** | |
| Please indicate the media that prompted you to apply for the position: |  |

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| **Disability Statement** You need not answer these questions unless you wish to do so) | | | |
| The Scottish Government is a Disability Confident employer. Under this scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed further assessment or interview. You will still have to demonstrate on your application form that you have the minimum criteria for the post before we can invite you for further assessment. Where driving is stated as a requirement for the post, we are willing to consider any proposals put forward by disabled applicants, whose disability prevents them from driving, that would allow them to do the job by another means. Please give details on a separate sheet.    To access our disability fact sheet, please visit <http://www.scotland.gov.uk/About/Recruitment/DisabilityFactsheet>  **Note:** The Equality Act 2010 states that a person has a disability if they have 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.  A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions). Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website <http://www.equalityhumanrights.com> | | | |
| Do you claim a guaranteed interview (further assessment) under the Disability Confident employer scheme? | Yes  No | If you have a disability and are invited to sit a test or attend an interview would you like any special arrangements made? Please give details. |  |

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| **Previous SCS Applications/Assessment Centre**  Give details of any applications for SCS appointments in the last 12 months (post, date and result of application).  In addition please give any details of any SCS assessment centres undertaken in the last 12 months (position applied for and date of assessment) | | |
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| **Availability for Assessment Centre**  Dates when NOT available. | | |
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| **Conflict of Interest**  Are you aware of any possible conflict of interest which might arise, either personally in relation to your appointment or in relation to your connections with any individuals or organisations, should you be appointed?  Conflicts of interest are not normally a barrier to appointment as long as they are appropriately managed and/or resolved and this will be explored at interview. Guidance on conflict of interest is available from the Senior Staff HR Team.  If yes, please give details. |
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| **Political Activity**  The Person Specification and Further Information for Job Applicants contains an extract concerning political activity which outlines the restrictions placed on civil servants. The Civil Service Commissioners require us to ask about any relevant political activity based on the level and nature of the post. If you answer ‘Yes’ to the following, this should not affect the consideration of your application but it is likely that you will be asked to clarify if invited to interview.  **With reference to the extract on political activity, are you currently, or over the last 5 years, involved in any relevant political activity?**  **If yes, please give details.** |
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| **Salary Details**  Please provide current salary details below |
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| **References Covering the Last Three Years**  Please provide details of employment referees for the last 3 years, including your present employer. If you have never been employed or if you are still in or have recently left full time education please provide the name of the last school, college, or university you attended with the name and contact details of someone who is familiar with your work conduct etc. | | | | |
| **Reference 1** | Type of Reference | | Employment / Academic | |
| Name of referee |  | | | |
| Email Address |  | | | |
| Contract Address |  | | | |
| Occupation |  | | | |
| Date Started Employment |  | Date Employment Ended | |  |
| Reason for Leaving |  | | | |

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| **Reference 2** | Type of Reference | | Employment / Academic | |
| Name of referee |  | | | |
| Email Address |  | | | |
| Contract Address |  | | | |
| Occupation |  | | | |
| Date Started Employment |  | Date Employment Ended | |  |
| Reason for Leaving |  | | | |

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| **Reference 3** | Type of Reference | | Employment / Academic | |
| Name of referee |  | | | |
| Email Address |  | | | |
| Contract Address |  | | | |
| Occupation |  | | | |
| Date Started Employment |  | Date Employment Ended | |  |
| Reason for Leaving |  | | | |

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| **Declaration** | |
| **BY SIGNING YOUR APPLICATION, IF YOU ARE SUCCESSFUL AND AGREE TO TAKE UP POST, YOU ARE GIVING CONSENT FOR THE SCOTTISH GOVERNMENT TO CARRY OUT PRE-EMPLOYMENT CHECKS AND OBTAIN THE INFORMATION AS OUTLINED IN THE PERSON SPECIFICATION AND GENERAL INFORMATION FOR APPLICANTS.**  I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. By signing this application I understand I am giving consent for the Scottish Government to obtain the information as outlined in the Person Specification and General Information for Applicants.  The Scottish Government is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.audit-commission.gov.uk/nfi](http://www.audit-commission.gov.uk/nfi) to see the Fair Processing full text or contact our HR Helpdesk on 0131 244 8500.  Please see <http://www.work-for-scotland.org/privacy-policy/> for the Scottish Government Work for Scotland website’s Privacy Policy.  Please sign the box below if you have read and understood the above declaration and agree to these terms. | |
| **Name** | **Date** |
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| **Signature** | |
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**IMPORTANT:** To allow us to process your application you are required to complete the Referee Information Form and return it with the rest of your application form. We also ask that you complete the Diversity Information Form below.

We must interpret strictly and impartially the prescribed conditions regarding age, nationality and qualifications, but it is not possible to investigate the eligibility of every candidate before interview. You should therefore satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please contact us.

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| **DIVERSITY MONITORING FORM** | | |
| **Vacancy Details – For Senior Staff Team use** | | |
| **Vacancy Reference Number** | IRCXXXX | |
| **Job Title** | Enter Job Title | |
| **Closing Date** | Enter Closing Date | |
| Name |  | |
| Date of Birth |  | |
| National Identity | What do you consider your national identity to be?Please choose ONE answer from the list below.   Scottish  English  Welsh  Irish  British  Other   Prefer not to say | |
| If Other, how would you describe your national identity? | |
| Ethnicity | What is your ethnic group? Choose ONE section from A to E and then click on the appropriate box to indicate your ethnic group.  **A – White**  British  Any Other White background | |
| If you selected “Any Other White background” please specify: | |
| **B – Mixed**  Any Other Mixed background, *please specify:* | |
| **C - Asian, Asian Scottish or Asian British**  Indian  Pakistani  Bangladeshi  Chinese  Any Other Asian background | |
| If you selected “Any Other Asian background” please specify: | |
| **D - Black, Black Scottish or Black British**  Caribbean  African  Any Other Black background | |
| If you selected “Any Other Black background” please specify: | |
| **E - Other ethnic group**  Any Other Mixed background, *please specify:* | |
| **E – Prefer Not to Say**  Prefer not to say | |
| **Disability** | | |
| Do you have any health condition or disability? | | Yes  No |
| If yes, has it lasted or is it expected to last 12 months? | | Yes  No |
| Does this have an adverse effect on your day-to-day activities? | | Yes  No |
| If you have answered ‘Yes’ to all three of the questions above then please also tell us which of the following categories best describes the nature of the disability. | | Hearing Impairment  Visual Impairment  Speech Impairment  Mobility   Physical Co-ordination  Physical Capacity  Severe Disfigurement  Learning Difficulties  Mental Illness  Other  Prefer not to say |
| If you selected “Other” please specify: |
| **Religion** | | |
| Please select the Religion that best applies to you.Please choose ONE answer from the list. | | None  Church of Scotland  Roman Catholic  Other Christian  Buddhist  Hindu  Muslim  Jewish  Sikh  Pagan  Prefer Not to Say  Other |
| If you selected Other please specify: |
| **Sexual Orientation** | | |
| Please select the sexual orientation that best applies to you. Please choose ONE answer from the list. | | Bisexual  Gay Man  Gay Woman/Lesbian  Heterosexual/Straight  Other  Prefer Not to Say |
| If you selected Other please specify: |
| **Gender** | | |
| Please select the gender that best applies to you. Please choose ONE answer from the list. | | Male  Female  Prefer Not to Say |

**Please e-mail your completed Candidate Application Form, Diversity Monitoring Form, Supporting Statement and your CV to** [**SCSHR@gov.scot**](mailto:SCSHR@gov.scot)