# Your Application and Our Recruitment Process

## The Application Form

Please read this guidance carefully before you complete the application.

Disability Equality Scotland’s Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly.

The information you provide in your application form is the only information we will use in deciding whether or not you will be shortlisted for the selection process. This guidance has been designed to help you complete the application as effectively as possible.

The job description and person specification which are enclosed provide you with the main duties of the post and the skills and experience we are looking for in the postholder.

Read these documents carefully. Remember – the application form should contain evidence to support your relevant skills and experience.

We will only accept applications made using the organisations application form. CV’s will not be accepted as an alternative.

## Completing Your Application

### Personal Details

Please enter your details fully and clearly so we may contact you about your application.

### Education and Qualifications

Please provide details of all qualifications, training or membership of professional bodies. Do not attach originals or copies of qualifications etc.

(example: University of Glasgow (2015 – 2019); Environment & Sustainability (MA); 2:1)

### Employment History

Please provide brief details of your current or most recent employment, with an emphasis where possible on those areas most relevant for your application.

### Previous Employment

Please detail all previous posts, including voluntary work. Ensure you give an explanation for any employment gaps.

### Graphical user interface, text, application Description automatically generatedDisability Confident Scheme

The Guaranteed Interview scheme was replaced by the Disability Confident scheme in November 2016.

Disability Equality Scotland is a disability confident employer.

As a Disability Confident Employer we:

* have undertaken and successfully completed the Disability Confident self-assessment
* are taking all of the core actions to be a Disability Confident employer
* are offering at least one activity to get the right people for our business and at least one activity to keep and develop our people.

We have made a positive commitment to employing disabled people. We offer disabled applicants to tell us if they have a disability so we can make reasonable adjustments at interview.

To be invited to interview/assessment, candidates should achieve a score of at least 60% of the total possible marks across the essential criteria. These are the essential requirements that have been agreed for the post which may include qualifications, experience and skills. In setting the essential requirements, care will be taken to ensure that disabled candidates will not be disadvantaged.

When a manager shortlists, they score all answers using the following ratings:

1. No evidence
2. Little/some evidence
3. Acceptable evidence
4. Good evident
5. Excellent evidence

However, candidates scoring 1 in any of the essential criteria will not be invited to interview.

Applicants are asked to tell us if they have a disability and / or require any reasonable adjustments throughout the recruitment process.

We are committed to making reasonable adjustments throughout the recruitment process and if you are successful, we will make adjustments to your working environment.

### Criminal Convictions

This relates to current criminal convictions only, not those which are deemed as spent in terms of the Rehabilitation of Offenders Act. Should the post require a Disclosure Scotland check further details will be provided later on in the process.

### References

You are required to obtain two employment references.

References are not obtained until an offer of employment has been made.

We strongly advise that you contact the individuals in advance to advise that we will approaching them for a reference very soon.

### Supporting Statement

This section is very important to your application. It gives you the opportunity to explain why you have applied for the post and how your skills and experience support your application.

Study the job description and person specification and provide specific examples of work and other experience to relate to the criteria listed within these documents. Don’t forget to include any relevant voluntary or community work.

## Equal Opportunities Monitoring Form

Disability Equality Scotland is an equal opportunities employer and is committed to promoting equality and social inclusion. The organisation operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the organisation monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested on the Equal Opportunities Monitoring form.

This form (which gives details of your sex, ethnic origin, date of birth and any disability) will not be made available to the selection panel.

The information you provide on the Equal Opportunities Monitoring form will be held in confidence by the recruiting manager. The information will be used for statistical purposes to enable the organisation to carry out its equal opportunities monitoring obligations.

## Shortlisting & Interview Process

The shortlisting process is carried out as soon as possible following the closing date and normally within 1 week. If you are successful in securing an interview we will endeavour to give you at least one week’s notice to allow you time to make suitable arrangements.

Interview invitations are normally sent out by email. You will receive an email asking you to confirm the invitation.

It will not normally be possible to reschedule interviews or offer additional times other than in exceptional circumstances.

The interview will also offer you the opportunity to learn more about the role and ask any questions you may have.

At your interview you will be told when you will hear the final outcome of your application. This will normally be within 3 – 5 working days.

### What you must bring to your interview

**Eligibility to Work:** All prospective employees are required to confirm their eligibility to work in the UK. You will be required to bring evidence to interview with you in its original form, along with a photocopy of the same for us to retain. Full information on which documents are acceptable will be provided with your interview invitation.

The most common forms of documents which are provided include:-

* A passport; or
* A full birth certificate, along with an official document giving your National Insurance Number (P60, P45, letter from DWP). The birth certificate alone is not accepted, nor is an abbreviated version of the same.

## Offer of Employment

All offers of employment are subject to the following:-

* Receipt of satisfactory references
* Proof of eligibility to live and work in the UK
* Disclosure Scotland clearance (and/or equivalent overseas criminal conviction check) where necessary

The contract of employment and start date will be issued following receipt of the above.

### References

Satisfactory references are to be obtained as detailed in section 1 above, and employment cannot commence without receipt of these.

### Eligibility to Work

Eligibility work checks should have taken place at interview stage. Employment cannot commence without that check being carried out and appropriate certified copies of original documents being retained in the personal file.

### Posts Which Require Criminal Record Checks

If your post requires PVG Scheme Membership or Disclosure Scotland clearance we will issue the necessary forms with your offer. Again, please ensure a speedy return as this can take up to 15 working days to be processed by Disclosure Scotland and you cannot start work without the appropriate clearance.

## Feedback

If you want feedback about your application or interview, please contact the recruiting manager who will be pleased to provide this.

## Data Protection

The personal data you provide during the recruitment process will be held on file for a period of 12 months, at which time they will be destroyed/deleted. If you are successful in appointment the application will be kept in your Personal file for the duration of your employment with Disability Equality Scotland.

## Fair Recruitment

Disability Equality Scotland puts great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel that you have been treated fairly even if you are not appointed.

Should you feel dissatisfied please contact the Recruiting Manager. If you are still unhappy you should write to the CEO giving details of the post you have applied for and we will ensure that the matter is properly investigated.

We will aim to respond to you in writing within three weeks of receiving your letter. If there is a delay in responding to you we will write to you after 10 working days explaining the reasons for the delay and when we expect to be able to respond. If your complaint is found to be valid we will review as appropriate our recruitment procedures.

We hope that you will be successful in your application. However, if you are not, please don’t be discouraged from re-applying – your skills and experience may be what we need for our next vacancy.