

# The Scottish Society for Autism

## GUIDANCE NOTES FOR APPLICATION FORM



<b>A</b>	<b>Post Details</b>
	<p>Please provide the Post Designation and Location of the post that you are applying for. The information will be found on the Job Description.</p> <p>The Scottish Society for Autism continually evaluates our advertising sources to assess their effectiveness in line with our recruitment strategy and we would like to know the name of the advertising source where you first learnt of this vacancy ie Daily Record, Lanark Gazette, Our Website, internal, word of mouth etc</p> <p>The Post Reference Number of all the posts you are applying for should be written on your application form. The reference number/s will be found in the job advertisement. If you are applying on spec, please write “on spec” in place of Post Reference Number.</p>

<b>B</b>	<b>Personal Details</b>
	<p>Personal information is required to ensure that accurate personnel records are maintained by the Society and to determine whether a work or residence permit is required and to ensure the authenticity of applications.</p> <p>If your application is successful you will be required to produce at interview, documentary evidence, to ensure that you are eligible to work in the UK. (A list of the relevant documentary evidence required will be detailed in the invite to interview letter.)</p> <p>Enter your surname in full and your initials your full forename is NOT required.</p> <p>“Do you hold a current driving licence” this question need only be completed if the job description states that driving is relevant to the post.</p>

<b>C</b>	<b>Job Share</b>
	<p>Job Sharing is defined as the voluntary sharing by two persons of all the duties of a job. The salary and appropriate conditions of service are shared on a pro rata basis according to the hours worked by each job sharer.</p> <p>Each post advertised will indicate its eligibility for job sharing.</p> <p>Please indicate by ticking the appropriate box if you wish the post to be considered on a job sharing basis.</p>

<b>D</b>	<b>Secondary Education</b>
	<p><b>Please Note – only original documents will be accepted for verification of stated qualifications and will be required prior to any appointment being made.</b></p> <p>In this section you should provide information on completed secondary education. If your qualification awards are at Higher, Ordinary or Standard Grade you should indicate the subjects and grades in the appropriate boxes.</p> <p>Applicants with SQA Modules (National Certificates) should indicate the module title and date awarded in the appropriate boxes.</p>

<b>E</b>	<b>Further Vocational/Higher Education</b>
	Details should be provided of all formal post school education at university or college etc. Inclusive of part-time, day release and evening courses. Give details of all qualifications obtained and results awarded or awaited. <b>Please Note – Verification of stated qualifications will be required prior to any appointment being made.</b>
<b>F</b>	<b>Personal Development</b>
	Current areas of personal development that you are undertaking should be detailed, together with evidence of continuing professional development, where appropriate. Current employees of The Scottish Society for Autism should attach a copy of their most recent CPD plan.
<b>G</b>	<b>Membership of Professional Organisations</b>
	Applicants should provide details of <b>CURRENT</b> membership status of any professional bodies (including class of membership and date of admission) that you consider relevant to this application. If you are registered with the Scottish Social Services Council please enter the details under this heading. <b>(You will be asked to produce evidence of current membership/s and registration if appointed)</b>
<b>H</b>	<b>Particulars of Relevant Formal Training or Apprenticeship(s)</b>
	Use this section to provide details of all other formal and informal post-school education or training, including courses that you have not listed in any other section of the application form. eg. Apprenticeship, Youth/Government Training, in house training, etc, which you consider relevant to the post.
<b>I</b>	<b>Present/Most Recent Employment</b>
	Please provide full details of your present or most recent employment including a description of the position held and the main duties and responsibilities undertaken.
<b>J</b>	<b>Previous Employment</b>
	Please list, details of all your previous employment including any periods of vocational or voluntary work you must also include details of any periods of unemployment. Please be prepared if invited to attend an interview to give a full detailed explanation. (If you have used a separate sheet, ensure that each additional sheet contains your surname and initials)
<b>K</b>	<b>Voluntary and Community Work Interests:</b>
	You should list any voluntary and/or community work you have either undertaken or been involved in.
<b>L</b>	<b>Other Employment:</b>
	If you have any other employment that you intend to continue should you be appointed, you must provide details. Include the company, your position and the hours that you are contracted for if any.

<b>M</b>	<b>Employment History</b>
	<p>Please be advised that if you have been a previous employee of the Society an additional reference will be sought from either your previous Society Line Manager or the HR Dept.</p> <p>Current employees do not need to answer the question, “<b>Are you related to or well known to any person/s who are either current or past?</b>” except where it could be deemed to be a conflict of interest.</p> <p>For example: If you are known to any member of the management team who could be involved in the recruitment process then you must answer yes to this question and provide further details.</p>

<b>N</b>	<b>Referees</b>
	<p>Any offer of employment made by The Scottish Society for Autism is conditional upon the receipt of two satisfactory references.</p> <p>One referee must be your immediate line manager from your current employer, if you are not currently employed your first referee should have known you in a work or capacity.</p> <p>Permission must be sought from your referees before entering their names on your application form.</p> <p>If you have previously worked with either children or vulnerable adults and this is not your current employment a reference will be sought from the most recent employer where you have worked in either a childcare or vulnerable adult environment.</p> <p>If you have never undertaken paid employment the referee should be the head of an educational or training establishment or a Manager of a voluntary organisation to whom you are known. <b>References will not be accepted from any person who is either a friend or relative.</b></p> <p>You should tick the appropriate box if you do not want us to contact a referee prior to interview.</p>

<b>O</b>	<b>Skills/Experience &amp; Training</b>
	<p>Provide additional information that can support your application and detail your experience, skills, training and personal qualities both inside and outside work. <b>It is important that you explain how you can satisfy every aspect of the Person Specification.</b> You should provide written evidence of your skills, abilities and experience to date to illustrate how you can perform the duties of the post as detailed in the Job Description?</p> <p>(Please ensure that any additional sheets you are enclosing contain your surname and initials)</p>

<b>P</b>	<b>Other Interests</b>
	<p>You must disclose any business or financial interests you are involved in that may conflict with the duties of this post or other areas of the Society.</p>

<b>Q</b>	<b>Health</b>
	<p>All successful candidates will be required to complete a pre-employment medical questionnaire prior to any appointment being made and as a result of this, you may be required to attend a medical referral appointment. <b>No offer of employment will be made prior to the Society being satisfied of your medical suitability to carry out the duties of the post.</b></p>

<b>R</b>	<b>Disability Discrimination Act 1995</b>
	<p>As part of the Society’s equal opportunities policy, the Society recognises its obligations to those persons who are defined as disabled persons under the Disability Discrimination Act 1995.</p> <p>To assist you through the interview process please provide details of anything you wish us to take into account.</p>

<b>S</b>	<b>Protection of Children (Scotland) Act 2003 (POCSA)</b>
	<p>Due to the nature of our work and the services we provide, it is an offence for The Society to knowingly employ a person to work with children if that person is disqualified from working with children.</p> <p>The fact that someone is disqualified from working with children will be released as part of a Disclosure for a childcare position available from Disclosure Scotland.</p> <p>An individual working for The Society in a childcare position will be referred for inclusion on the Disqualified from Working with Children List where they have harmed a child, or put a child at risk of harm and have been dismissed or moved away from contact with children as a consequence.</p>
<b>T</b>	<b>Rehabilitation of Offenders Act 1974</b>
	<p>Due to the nature of our work and the services we provide, The Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) as amended, applies to all posts unless otherwise stated in the job description.</p> <p>To enable your application form to be considered you are required to complete the enclosed Criminal Record Declaration Form.</p> <p>A Disclosure Scotland Check is required for all successful applicants at the appropriate level for the post.</p>
<b>U</b>	<b>Smoking Policy</b>
	<b>This section draws your attention to the Society's "Smoking in the Workplace Policy" which is in operation.</b>
<b>V</b>	<b>Declaration</b>
	<p>Please date and sign your application form using only your surname and initials. You are declaring that all the information provided in your application form is true and correct at the date of signing.</p> <p>Data Protection Act 1998</p> <p>It is necessary in the course of Society Business to retain personal information and process this information both manually and computerised, for the purposes of recruitment and employment with the Scottish Society for Autism. You are also signing to give your permission to the Society to hold this information and to indicate that you understand that this information may be held electronically and/or manually and may be shared with other departments within our organisation.</p>
<b>W</b>	<b>Quality Assurance</b>
	<p>Read through your application form and check for any errors, you should</p> <ul style="list-style-type: none"> <li>✓ Complete all sections of the application form.</li> <li>✓ Include your surname and initials on any separate sheets that you are enclosing.</li> <li>✓ Return your application form by the stated closing date.</li> <li>✓ Enclose your completed Criminal Record Declaration Form, Equal Opportunities Form and where applicable your POSCA Form.</li> <li>✓ Return your application form in a sealed envelope to the address as detailed below.</li> </ul> <p>The return address for all application forms is:-  <b>The Scottish Society for Autism, HR Department, Hilton House, Alloa Business Park, Whins Road, Alloa, FK10 3SA</b></p> <p><b>Please note:- Your application form will not be considered for short-listing if you have omitted either the C.R.D.F. or P.O.S.C.A. Form.</b></p>