Thank you for your interest in SCRA!

SCRA’s application form has been designed to ensure compliance with legislation and best practice. The processing of all information will be in accordance with data protection law.

If any part of the form is unclear please contact us via: [recruitment@scra.gov.uk](mailto:recruitment@scra.gov.uk)

We are an equal opportunities employer who aims to have a diverse workforce which is representative of the population we serve. If you wish to find out more about our commitment to diversity and equality please visit: <https://www.scra.gov.uk/about-scra/inclusion-diversity/>

Employees of SCRA are required to adhere to a detailed Staff Code Of Conduct. Key principles in this are that staff:

* Act in the best interests of SCRA,
* Are Honest,
* Are Selfless,
* Have Integrity and Respect.

Please complete the form as fully as you can. If you are writing on it, use black or dark blue ink to assist in scanning/photocopying. If you are filling in the form electronically, please ensure this is in a format which is compatible with Microsoft Office 2010. If you need additional space for any section, continue on a separate A4 sheet or separate text page. Please ensure that any separate sheets are clearly marked with the section to which they refer and your initials and surname.

### Section A

* Please note that only your surname is required in full. Give only the initials of your first name(s).

#### Section B

* This section asks about your education and job related training. Please give us enough details to assess your attainments in relation to the post for which you are applying. Continue on a separate sheet if necessary. We need a minimum 3 years job related/education history.

### Section C

* This section asks about your work experience. Again, please give as much detail as you feel gives us an accurate picture, both about the type of work you are/were doing and the responsibilities you have had. Please start with the most recent, supplying exact dates where possible. If not already covered, please also provide name, address and contact details for work history covering the last 3 years. We will only contact previous employers if you are the preferred candidate. Continue on a separate sheet if necessary.

### Section D

* **Supplementary Information**: Please detail any further experience or information relevant to the post for which you are applying, bearing in mind the information you have been given about the post i.e. the job description, person specification etc. Try to ensure you are clear about how you meet the essential criteria listed. Continue on a separate sheet if necessary.
* **References**: References will only be taken up if you are short listed. Please indicate if you do not wish your referee(s) to be contacted at this stage, however, please note that no unconditional offer of employment will be made until satisfactory references have been received.
* You are asked to tell us if you are related to any member of SCRA’s staff or Board. This is to ensure compliance with SCRA’s Code of Conduct Policy.
* SCRA will only consider former staff of SCRA, who left the service with an enhanced Voluntary Early Retirement/Voluntary Redundancy package, for sessional employment (up to 6 weeks work at a time) in a different role to that of their previous substantive employment.



**For Disabled Applicants Only – Guaranteed Interview Scheme**

To encourage a more diverse staff group and to assist people with disabilities into employment, SCRA operates a scheme which provides a guaranteed interview where a disabled\* applicant formally requests this at the Guaranteed Interview section on the form. Applicants are only guaranteed an interview if they meet the minimum and essential criteria for the job for which they applied.

**How to Apply**

If you have a disability you have two options when applying for a vacancy with SCRA as set out below:

1. You may complete an application form without identifying yourself as disabled on the application form.
2. You may ask to be included in the Guaranteed Interview Scheme by ticking the GIS box on the Application Form.

**Further Advice for Disabled Applicants**

If you wish to discuss the Guaranteed Interview Scheme in confidence or enquire about any other matter related to the application you should contact the Human Resources Team [HR.helpdesk@scra.gov.uk](mailto:HR.helpdesk@scra.gov.uk).

\* The Equality Act 2010 defines disability in the following way: "A person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities"



|  |  |
| --- | --- |
| POST APPLIED FOR: ……………………………….. | LOCATION: ……………………….. |

**Are you currently eligible for employment in the UK?**  Yes  No

Posts are suitable for job sharing unless otherwise stated. Do you wish to be considered for job share working? Yes  No

|  |  |  |
| --- | --- | --- |
|  | **If you are a disabled applicant, do you wish to be interviewed under the Guaranteed Interview Scheme?** | Yes  No |

**Section A - Personal Details**

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| **Initials**: **Surname**:  **Address**:  **Postcode:**  **E-mail address:**  **Telephone No. (Home):**  **Mobile No./Work Number:**  **Do you hold a current driving licence?**   Yes  No  **Do you have access to a car for work?**  Yes  No |

### Section B – Education and Training

|  |  |
| --- | --- |
| **Secondary Education**  **Subjects Studied** | **SQA Qualification**  **Gained & Grades** |
|  |  |

|  |  |
| --- | --- |
| **Further and Higher Education**  **Course Provider** | **Course Details (State method of study and qualification gained e.g. SVQ, Ordinary degree)** |
|  |  |

|  |  |  |
| --- | --- | --- |
| Other Training (relevant to this application)  **Name of Course** | **Provided by** | **Duration** |
|  |  |  |

|  |  |
| --- | --- |
| Professional Qualification(s)  **Name of Professional Body** | **Grade of Membership** |
|  |  |

### Section C – Employment Record

|  |
| --- |
| Present or Most Recent Employment: **Name and Address of Employer:**  **Contact details:**  **Nature of Business:**  **Post Held:**  **Date Appointed:** **Date Left:**  **Salary Scale:** **Present Salary**: **Notice Period:**  **Reason for leaving/wishing to leave:**  **Please give a brief outline of your duties and responsibilities:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Previous Employment **Name & Address of Employer and Nature of Business**  **Please also include employer contact details for the last 3 years** | **Dates**  **From To** | | **Post Title and Brief Details of Main Duties** | **Reasons for Leaving** |
|  |  |  |  |  |

### Section D – Supplementary Information Please indicate why you have applied for this post, outline the contribution you would seek to make if appointed, and supply any other details relevant to your application. Continue on a separate sheet if necessary, clearly numbering all appendices.

|  |
| --- |
|  |

#### References

Please supply full details of two referees, one of whom should be your present employer normally your line manager and the other a previous employer. If you have been employed for less than 3 years please provide a list of other suitable referees.

**References will be taken up prior to interview, unless you specify otherwise. (Please use block capitals)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  **Occupation:**  **Address:**  **Postcode:**  **Telephone No:**  **Email:**  **Contact Prior to Interview:** | Yes  No | **Name:**  **Occupation:**  **Address:**  **Postcode:**  **Telephone No:**  **Email:**  **Contact Prior to Interview:** | Yes  No |

|  |
| --- |
| General Information **If you are related to any member of SCRA’s staff or Board, please give details:**  **Have you previously worked for or recently applied for any other posts with SCRA? If so, please give details:**  ***SCRA is a regulated body under the Protection of Vulnerable Groups (Scotland) Act 2007 and an exempted body for the purposes of the Rehabilitation of Offenders Act 1974. Prior to any offer of employment being made, you will be asked to complete a Protecting Vulnerable Groups Application Form, the results of which will inform SCRA of any spent and/or unspent convictions that may be relevant to the post for which you are applying.*** |

|  |
| --- |
| **DECLARATION** PLEASE SIGN THIS DECLARATION AFTER YOU HAVE COMPLETED **ALL** PARTS OF THE APPLICATION FORM. **You need only sign with your initials and surname.**  **I declare that the information given in this form and in any accompanying documentation is true to the best of my knowledge and belief and give my permission for enquiries to be made to confirm qualifications, experience, dates of employment, right to work in the UK and for the release by other people or organisations of necessary information to verify the content. I understand my application may be rejected and/or I may be dismissed following appointment if I have given any false or misleading information or have withheld any relevant details.**  **I consent for my references to be sought if I am shortlisted either prior to interview or after if the preferred candidate (depends on what has been specified).**  Signed: ............................................................................ Date: …………………………… |
| **Internal Secondment Applicants only:**  I declare I have discussed and obtained agreement for a secondment from my line manager:  Signed: ............................................................................ Date: …………………………… |