



Guidance for Completing the NHS Scotland Application Form

If you need this, or any of the attached forms in large print or other formats, please call our recruitment office on 0131 314 0038.

General Guidance:

- If you have any questions or need some help with completing the form, please call 0131 314 0038. Please have the job reference number handy if possible.
- The job reference number can be copied from the job advertisement.
- The job location will be on the job advertisement.
- The candidate number will be written in by us once you have returned the form to our office.
- The people who look through your completed form (short listing or short listing team) to see if you have the skills and abilities needed for the job, will only see 'Part C' of the form. They will only see your candidate number and all personal details will be anonymous.
- Please do not send in a CV instead of, or as well as, the application form. We do not consider CVs during the selection process
- Please fill in all sections of the application form. If some parts are not relevant, write 'not applicable' or 'N/A' in that space.

Personal Details Section:

- This gives us your contact details such as name and address. Under 'title' you would put either Mr, Mrs, Ms, Dr or just leave blank if you prefer
- We may need to contact you at some time throughout the recruitment process. Please let us know the most suitable method of contacting you. Contact will usually be made during office hours.

Declarations:

- Unless stated to the contrary in the job description, person specification or application pack you must tell us about any previous convictions either classed as 'spent' or 'unspent'. You must tell us about all convictions and cautions regardless of how long ago the offence may have occurred. Convictions from other countries must also be notified. If in doubt please call our office at the help line number on page one of this guidance.
- Please note that having a conviction will not automatically disqualify you from getting a job with us. Careful consideration will be given to the relevance of the offence to the particular post in question. However, if you are appointed, and it is found that you did not reveal a previous conviction your employment may be terminated.
- Remember to read, consider and sign the declaration at the bottom of page 2.

Qualifications Section:

- Please tell us of any qualifications you have. This can include school standard grades, GCSEs highers, or work based qualifications such as SVQs or NVQs.
- Remember to write down any 'non formal' qualifications or certificates that you think are relevant to the job you are applying for.

Present (or Most Recent) Post Section:

- If you are currently out of work, please write this in the 'job title' space.
- Please write your start date in month/year format MM/YYYY.
- Please tell us briefly about your duties (what you do or did in your job). You could tell us your role, the main tasks, and any responsibility for supervising others.

Employment History Section:

- This is where you write down all the jobs you have done previously.
- Remember that if a job you have done in the past supports or is similar to the job you are applying for, please tell us more about it in your 'support of application' statement on page 6 of the application form.

References Section:

- Referees are people who know you at work. Please give the full names and email addresses of 2 referees, one of whom must be your present or most recent employer and can confirm your job details.
- You should check that the people you have put on your form are happy to be referees.
- Your referees will not be contacted unless you are a 'preferred candidate' after interview. A preferred candidate is someone who is the preferred choice for the job, subject to satisfactory checks where appropriate.

Disability:

- Advertising of vacancies:
The Scottish Ambulance Service positively welcomes applications from candidates who have a disability. Application forms and guidance notes state that disabled candidates who meet the essential criteria for the post they are applying for will be guaranteed an interview. This is known as the 'Job Interview Guarantee Scheme'.

- **Application and short listing**
Disabled candidates have the opportunity to opt for their application to be considered under the Job Interview Guarantee Scheme if they wish. This is entirely voluntary. The applicant can complete the disability section on the application form to indicate that they have a disability and wish their application to be considered under the scheme.

At the short listing stage, once all the applications have been received, the staff processing the applications will check the applications to see if anyone has completed the disability section. If not, the normal recruitment process will continue. Where someone has identified themselves as disabled and wishing to be considered under the Scheme this will be noted. The short listing panel will then ensure that if such an applicant meets the essential criteria [i.e. the minimum criteria] for the post their application is short listed for interview.

If a disabled candidate does not meet the essential criteria and is therefore not called for interview, feedback will be provided for the candidate where this is requested.

Details relating to the nature of the applicant's disability will not be disclosed to the short listing panel. The information will be supplied, if required when interviews are being arranged.

In cases where disabled applicants have not opted to apply for a post under the scheme the recruitment process will proceed as normal.

Driving Licence Section:

- You only need to complete this if the job requires you to drive. Please check the job description or person specification.
- If you have any penalty points / endorsements on your driving licence and are applying for a post that requires you to drive you should insert the details of the number of points / endorsements here.

Statement in Support of your Application:

- This is one of the most important parts of the form. In here you say why it is you want this job, and can list all your skills and abilities that you think help to match up you against the 'person specification'. In here you could describe how something you have done in a non work

setting (for example, planning and leading a group outing) shows planning skill and some leadership qualities.

Where did you see the Advertisement Section:

- Please try to remember where you heard about this job, and tick the relevant box. The information you give will help us find out how good our advertising is.

Equal Opportunities Monitoring:

- Please note that all details on this section (Part D) will remain totally anonymous. It will be detached from the rest of the form as soon as we get it and remain anonymous during the recruitment process.
- We want to ensure that there are no barriers to joining our workforce. As an employer, NHS Scotland is as fully inclusive as possible. One way we can ensure this is to analyse all the data provided in this section and ensure that job opportunities are being accessed by as wide a community as possible.
- Where an individual is successful and is offered a post the details provided in this section will be entered onto the person's individual record held on the computerised HR information system. In the case of an internal applicant this information will be used to update the existing records. Such details are only used for reporting purposes and only a limited number of individuals have access to this information.

Please send your completed application form to:

scotamb.generalrecruitment@nhs.net