# Guidance Notes

Thank you for your interest in Lambhill Stables. These notes are to help you to make the most of your application. Please read these notes in conjunction with the other information within the application pack. If you need any more space for any part of the application form, please continue on a separate sheet and mark any additional sheets with your initials and the tittle of the post for which you are applying.

# Read the application pack carefully before completing the form.

The job description and person specification outline the duties for the post and competencies required to undertake the role.

# Equal Opportunities

The Organisation strives to be an Equal Opportunities employer and is committed to achieving and promoting equal treatment for all, irrespective of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, sexual orientation or employment status and meet obligations as defined by the Equality Act 2010.

The Organisation requires the same range of information from all applicants to be submitted within this application form. Please **do not** send a CV as it will not be taken into consideration and will not be forwarded to the shortlisting panel.

# Evidence in Support of Application

The application form contains four sections:

1. Contact Details and Data Protection Declaration;
2. Application form for employment (this is the only information which will be used to decide whether or not to shortlist you for interview).
3. Criminal Record Declaration Form (separate document)
4. Equal Opportunities Form (separate document)

Please complete the form in black ink or typescript. Please check through your application form to ensure all sections are completed and return the form to admin@lambhillstables.org with the title of job vacancy as the email subject. Alternatively, please post to Lambhill Stables, 11 Canal Bank North, FAO Amelia Irvine, General Manager. Please mark as Private and Confidential.

# Shortlisting, Interviews and Post Interview

Following the closing date, each application will be considered carefully and measured against selection criteria from the job description and person specification. Those who meet the essential criteria and who the panel believe would be a good fit for the role will be invited to an interview. Candidates will be contacted within two weeks of the closing date to advise if they have been successful in obtaining an interview or not. Any subsequent offer of employment will be subject to the receipt of satisfactory references, right to work in the UK, appropriate checks of stated qualifications and/or training and check by Disclosure Scotland (if required).

# Right to Work in the UK

Prior to appointment, you will be required to show a document confirming your right to work in the UK. This may be a passport, birth certificate or other prescribed document.

# Part A – Contact Details and Data Protection Declaration

## Data Protection Act 2018

**Please read and sign below**:

In applying for this post, I give my consent to Lambhill Stables holding and processing data which is relevant to the recruitment process. This includes sensitive personal data which will be used for monitoring purposes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

|  |  |
| --- | --- |
| **Post Title** |  |

|  |  |
| --- | --- |
| Personal Details | |
| Full Name |  |
| Address |  |
| Post Code |  |
| Email Address |  |
| Phone (mobile) |  |
| Phone (home) |  |

Personal details required for the processing of the application will be removed before being passed to the selection panel for consideration. This is to ensure shortlisting is not influenced by age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex or sexual orientation. The Organisation is fully committed to the promotion of equal opportunities.

|  |  |
| --- | --- |
| **How did you hear about this post?** |  |

## DECLARATION

I confirm all the information contained in this application form is true and correct to the best of my knowledge

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date** |  |

# Part B – Application Form

Please fill in this form using black ink and capital letters or black typescript.

The information contained in Part B will be used as part of the selection process and will therefore be made available to all persons involved in the selection process.

|  |  |
| --- | --- |
| **For administrative purposes, please ensure you put your initials in this box** |  |

|  |  |
| --- | --- |
| **Post Applied For** |  |

|  |  |
| --- | --- |
| Educational, Professional or Training Qualifications | |
| Qualification gained (in full) and pass level | **Date achieved** |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Current or Most Recent Employer | |
| Name and Address |  |
| Position |  |
| Date appointed |  |
| Date of leaving (if applicable) |  |
| Reason for leaving |  |
| Notice period |  |
| Main duties and responsibilities | |
|  | |

## Previous Employment

Please put in chronological order, starting with the most recent

|  |  |
| --- | --- |
| Dates (from and to) |  |
| Employer name |  |
| Reason for leaving |  |
| Post title and responsibilities | |
|  | |

|  |  |
| --- | --- |
| Dates (from and to) |  |
| Employer name |  |
| Reason for leaving |  |
| Post title and responsibilities | |
|  | |

|  |  |
| --- | --- |
| Dates (from and to) |  |
| Employer name |  |
| Reason for leaving |  |
| Post title and responsibilities | |
|  | |

|  |
| --- |
| Any other experience you feel is relevant to your application Please include details of voluntary work, projects undertaken, study, membership of organisations, etc. |
|  |

|  |
| --- |
| Use this section to explain why you are applying for the post Using the person specification and job description for reference, please tell us about your qualities, skills, experience, and achievements which makes you the right person for this post.  Please ensure you give relevant examples to illustrate how you meet the essential and desirable criteria.  Please continue on a separate sheet if necessary.  NB: CVs will not be considered |
|  |

## Referees

Please give the names, addresses, telephone numbers and e-mail address, if appropriate, of two referees, one of whom must be your current or most recent line manager. Referees will only be contacted once an offer of employment has been made and accepted.

|  |  |  |  |
| --- | --- | --- | --- |
| Current/Most Recent Employer | | Previous Employer/Other Person Who Knows You in a Work Related Capacity | |
| Name |  | **Name** |  |
| Address |  | **Address** |  |
| Post Code |  | **Post Code** |  |
| Telephone number |  | **Telephone number** |  |
| Email Address |  | **Email Address** |  |
| Please describe how this person knows you |  | **Please describe how this person knows you** |  |

# Part C – Criminal Declaration Form

Lambhill Stables promotes equality of opportunity and welcomes applications from diverse candidates.

This form must be completed by all applicants whether they have a previous conviction or not. The information disclosed on this form will not be kept with your application form during the application process and will be treated in the strictest of confidence and in accordance with the Data Protection Act 2018.

Please complete the disclosure form as accurately as possible. The Organisation recognises the contribution ex-offenders can make and welcomes all applications. An offer of employment would only be withheld or withdrawn on the basis of a criminal conviction where information has been knowingly withheld or where the nature of the offence is relevant to the post and would impact detrimentally on the Organisation, the applicant’s ability to carry out the role, or would impact detrimentally for the care of existing members, service users or staff.

## Posts exempt from the Rehabilitation of Offenders Act 1974:

Certain posts within the Organisation are exempt from the Rehabilitation of Offenders Act 1974 (as amended) due to the nature of the client group they work with. Any applicants invited to interview for such posts will be asked to disclose all convictions, cautions, reprimands and final warnings, whether spent or unspent. If the post you are applying for is exempted, this will be clearly stated in the information pack provided.

Any applicant offered a post which is exempt from the Rehabilitation of Offenders Act 1974 will be subject to a disclosure check at the appropriate level. This will be taken up after the interview. Offers of employment will not be made until a satisfactory disclosure has been received, and you should be prepared to discuss the disclosure in more detail if necessary. This may mean a delay between your interview and offer of a post.

All criminal records information is treated in the strictest confidence.

The list of offences which must always be disclosed can be found here:

[*https://www.mygov.scot/offences-always-disclosed*](https://www.mygov.scot/offences-always-disclosed%20)

The list of offences which are to be disclosed subject to rules can be found here:

[*https://www.mygov.scot/offences-disclosed-rules*](https://www.mygov.scot/offences-disclosed-rules%20)

**Application for Employment**

The Criminal Declaration Form will be managed in the following way:

* Please complete the separate Criminal Record Declaration Form enclosed within the application pack. This will not be reviewed prior to shortlisting.
* The shortlisting panel will assess your application with applicants being shortlisted on their skills and abilities and meeting the specified criteria for the position applied for.
* If you are unsuccessful in being shortlisted for interview your Criminal Record Declaration Form will be shredded/deleted.
* If you are asked to attend interview, the interview panel will have access to your **Criminal Record Declaration Form** prior to interview and checked for any relevant convictions. If you have disclosed criminal convictions (spent or unspent), they will discuss this further with you at the interview in order to expand on, and to clarify any information which has been disclosed.
* If the interview panel deems those convictions to be relevant you will be withdrawn from the list of interviewees. You may be asked to provide additional references from organisations you have been involved with to enable the Interview Panel to verify the information which has been disclosed.
* Should you be the preferred candidate for the post you will also be subject to a disclosure check at the appropriate level where a disclosure check is required for the post in question.

## CRIMINAL RECORD DECLARATION FORM

### Unspent Convictions

Do you have any unspent convictions? All unspent convictions and admonishments must be disclosed. Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| If answered YES, please provide details on any unspent convictions and admonishments below. | | | |
| Date | **Court** | **Details of Offence** | **Disposal** |
|  |  |  |  |
|  |  |  |  |

### Spent Convictions

Do you have any convictions detailed in the list of Offences which must always be disclosed? (Please see Guidance Notes above) Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| If answered YES, please provide details on any unspent convictions and admonishments below. | | | |
| Date | **Court** | **Details of Offence** | **Disposal** |
|  |  |  |  |
|  |  |  |  |

## DECLARATION

I certify the information contained in this form is true and correct to the best of my knowledge and realise false information or omissions may lead to dismissal.

I understand if I am offered a post which is exempt from the Rehabilitation of Offenders Act 1974 (as amended) I will be subject to a disclosure check at the appropriate level, before the appointment is confirmed.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | **Date** |  |
| Full Name (block capitals) | |  | |

*NB: The information given in this form will be treated in the strictest confidence. If sending your application in the post, please enclose it in a sealed envelope, marked ‘Private and Confidential’ with your completed application form. Otherwise, please attach to your email as a separate document. Information about an applicant’s criminal record will only be looked at if the applicant has been shortlisted and invited for interview. Information about applicants who have not been invited for interview will be destroyed unseen.*

# Part D - Equal Opportunities Monitoring Form

Please complete this form for the purposes of equal opportunities monitoring.

**The information you provide on this form will be treated as strictly confidential and will not be made available to any person involved with the selection process.**

We would like you to answer as many questions as possible. However, if there are questions that you would rather not answer please simply move on to the next question.

The information we gather on these forms helps us put into action our equal opportunities policy and helps us monitor that there is no discrimination against applicants or employees.

## Monitoring Form Information - Please double click and check the appropriate boxes.

**1. Gender Identity:** Are you: **2. Marital Status:** Are you

Male  Married/Civil Partnership

Female  Neither

Other  I prefer not to answer this question

I prefer not to answer this question

**3. Disability:** **4. Caring Responsibilities:**

Do you consider yourself disabled? Are you responsible for dependants?

Yes  Yes

No  No

I prefer not to answer this question  I prefer not to answer this question

**4. Transgender Status:**

Do you consider yourself or have you ever considered yourself to be transgender?

Yes

No

I prefer not to answer this question

**5. Religion:** Which of the following religions, religious denominations or bodies do you currently belong to:

None  Jewish

Church of Scotland  Muslim

Roman Catholic  Sikh

Other Christian  Buddhist

Please specify……………………………………… Hindu

Other religion  I prefer not to answer this question

Please specify………………………………………

**6. Sexual Orientation**: Are you:

Heterosexual  Lesbian

Bisexual  I prefer not to answer this question

Gay

**7. Age:** Are you:

Under 21

21-30

31-40

41-50

51-60

60+

I prefer not to answer this question

**8. Ethnic Origin:**

What is your ethnic group?

Choose **ONE** section from A to E, and then tick the appropriate box to indicate your cultural background**.**

**A. White**

Scottish

Other British

Irish

Any other white background,

Please specify:

……………………………………………………………

**B. Mixed**

Any mixed background,

Please specify:

……………………………………………………………

**C. Asian, Asian Scottish or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background,

Please specify:

……………………………………………………………

**D. Black, Black Scottish or Black British**  Caribbean

African

Any other black background,

Please specify:

……………………………………………………………

**E. Other Ethnic Background**

Any other background,

Please specify:

……………………………………………………………

**F**. I prefer not to answer this question