STIRLING CARERS CENTRE

EMPOWERING • INCLUSIVE • ACCOUNTABLE

Guidance Notes for Applicants

We have prepared these guidance notes to help you fill in the application form. We hope you find them helpful and wish you every success with your application.

The information in your application is the only information we will use to decide whether or not to invite you for interview. It is very important that you take your time and complete the form as fully and as accurately as possible. We will not take into account any prior knowledge we may have of you.

Please do not send us a C.V. (Curriculum Vitae) as we will not use it as part of the selection procedure.

Please type or write clearly in capital letters in black ink. This is because we will photocopy your form for the selection panel if you are short listed for interview.

Section 1:

Please tell us where you heard about this vacancy as it will help us assess the effectiveness of our advertising.

Section 2:

This section enables you to tell us about any qualifications, courses or other learning you have had which you feel relate to the skills necessary for this post - if you are not sure please list all that you have.

Section 3 & 4:

Please tell us what your current job and responsibilities are and the other job experiences you have which will give us evidence that you have the necessary skills for this job.

Section 6:

You will be required to use technology on a daily basis – give us full details of all the packages you are familiar with and how confident you are in using them.

Section 7:

Look at the eligibility criteria outlined in the person specification and job description. These criteria form a checklist which we will use to shortlist applicants for interview. You should meet all or most of the essential eligibility criteria. The people who are selected for interview will be those who best demonstrate that they have the skills and experience we are looking for. The most important thing to do is give examples. Think about your experience and choose examples that demonstrate that you have these skills.

Section 8:

Our organisation comes into contact with vulnerable adults and young people and it is a requirement that a Disclosure Scotland check of a level appropriate to the post is undertaken– this section enables you to tell us about any convictions etc. you have had prior to the above procedure being applied for. Remember that a self-disclosure in this section will not automatically discount you from interview.

Section 9:

You should choose two people who know you well enough to comment on your suitability for this role. They must not be related to you by birth or marriage. If you are, or have been in employment, one of your referees **must be** your current or most recent employer.

Please let us know if you have any special requirements if called for an interview.

Section 10:

Please read the declarations carefully and confirm that you agree with the statements.

If posting or delivering an application you must ensure that you sign and date your application before sending it to us.

If you are completing your application electronically and emailing it to us, please type your name in the signature box. You may be required to sign a copy of your application form if you are invited for interview.

Continuation sheets:

If you need to use a separate sheet please do so – it will look better than trying to cram it all on one sheet. This will also be easier for the selection panel to read. Make sure that you put your name and the number of the section at the top of each page.

Don't forget to read through your application form before sending it off. Ask yourself: does it make sense? Is it clear? Have I used examples to demonstrate my skills and abilities? Have I signed and dated the form?

How we will handle your application:

- Due to the high volume of applications we will not be able to acknowledge receipt of your application. Similarly, we will not be able to let you know if you have not been invited for interview. If you want to be sure your application has arrived safely please enclose a stamped addressed receipt which we will return to you.
- The shortlisting panel will assess your completed application to see whether you have met the criteria and have the general qualities and skills needed for the post.
- Stirling Carers Centre is a Disability Confident Employer. This means that we are committed to take a number of actions to support disabled people in recruitment and employment. One of the commitments we have made is to guarantee an interview to anyone who is disabled whose application meets the essential criteria in the person specification form.
- We will let you know if you have been invited for interview. We will ask you to provide identification e.g. driving licence, birth certificate, passport, at the interview and complete the relevant Disclosure form – full details will be given in the interview letter.
- You will be able to claim travel expenses if we invite you for interview.
- If you are unsuccessful at interview we will offer you feedback on the reasons why. This may help you in future interviews.
- We prefer that your application is signed and sent to us however, we will accept applications by email - if you are selected for interview you will be asked to sign your application at that time.
- Data protection – if your application is unsuccessful then information on your application will be kept for one year and then destroyed.