

**SCOTTISH GOVERNMENT
EDUCATION SCOTLAND
APPLICATION GUIDANCE NOTES**

Application

In order to process your application you must submit the completed application form and diversity monitoring form by the closing date specified in the advert. Without these documents we will not be able to consider your application.

We encourage applicants to submit their completed forms by e-mail to edshr@educationscotland.gov.scot. Please note that we can only read electronic applications submitted in Microsoft Office Word format. All electronic applications will be acknowledged via email. If you are successful we will require you to sign the form.

If you do not have access to this software, please return your completed forms to HR Department, Education Scotland, The Optima, 58 Robertson Street, Glasgow, G2 8DU. If you require confirmation of receipt, please enclose a self addressed, stamped envelope. If you do not receive an acknowledgement within 3 days please contact the HR team.

We also suggest discussing your interest in this secondment opportunity with your Line Manager, and gaining their support before submitting your application.

Diversity Monitoring Form

Information given on the diversity monitoring form will be treated in strictest confidence and will be retained by HR for monitoring purposes. It will be kept separately from your application form and will not be made available to those involved in the selection decision. Guidance on the Diversity Monitoring Form and why we ask you to complete it is available on our website

<http://www.work-for-scotland.org/about-us/Diversity-Monitoring-Form-Guidance/>

Nationality

You can apply for any job in the Scottish Government as long as you are a UK national or have dual nationality with one part being British. In addition, Scottish Government posts are open to Commonwealth citizens and nationals of any of the member states of the European Economic Area (EEA). Further information about civil service nationality requirements is available on the [Civil Service Website](#)

Basic Disclosure certificate

The Scottish Government requires security checks and all successful candidates will be required to have, as a minimum, a **Basic** Disclosure certificate (disclosing criminal history information) less than 12 months old, prior to taking up secondment.

Due to the nature of this position, Education Scotland may require successful candidates to become a member of the Protecting Vulnerable Groups scheme in respect of regulated work with children. This will be taken forward by Education Scotland on appointment.

Pre-employment Enquiries

As of 1 January 2008 the Scottish Government introduced a new Baseline Personnel Security Standard (BPSS) which provides a more consistent and rigorous pre-employment screening process for prospective Scottish Government staff. If you are successful in obtaining a job with the Scottish Government you will be subject to these additional security checks.

This means that as a minimum you will be required to provide:

- Photographic ID, preferably a **Passport** or **Photo Driving Licence**.
Please note that student cards and library cards are not acceptable.
- Your **original** birth or adoption certificate.
Please note that your original birth certificate must be dated within six weeks of your birth.
- A bill or financial statement for your current address, preferably a utility bill dated within the last 6 months.
Please note that mobile phone bills are not acceptable.

- Basic Disclosure certificate - although for some jobs you will need as a higher level of Disclosure clearance and this will be made clear in the advert
Please note that in order for the Scottish Government to accept a Disclosure Certificate it MUST be dated within the last 12 months.

If you do not have appropriate photo ID, you should provide a passport sized photograph of yourself endorsed on the back with the signature of a person of some standing in your community (e.g. a Justice of the Peace, medical practitioner, officer of the armed forces, teacher, lecturer, lawyer, bank manager, civil servant etc). This should be accompanied by a signed statement, completed by the same person, stating their name in full, the period of time that you have been known to them (minimum three years) and their contact details. The signatory will be contacted to confirm that he or she did, in fact, complete the statement.

Selection

Candidates who, from the information they provide in their application forms, appear best suited to this appointment will be invited to an interview. It is thus essential for your application form to give full but concise descriptions of the nature, extent and level of the responsibilities you have held.

Those applicants who demonstrate they have the necessary skills, knowledge, qualifications and experience will be invited to interview. As part of the interview, candidates may be asked to give a short presentation on a specific subject. The Panel will recommend the candidates considered most suitable for appointment. If successful, you will be expected to take up the secondment as soon as can be arranged with your current employer.

Disability

We are participants in the Jobcentre Plus "Positive about Disabled People" scheme. Under the terms of the scheme, all candidates who consider themselves to be disabled in terms of the Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview.

Note: The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions).

Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website <http://www.equalityhumanrights.com>

We will also ensure that we consider and implement any reasonable adjustments you may require to attend for interview or during the course of your employment or secondment, should you be successful in securing a post.

To find out more about disability in the Civil Service, you can access our Disability Fact Sheet at <http://www.work-for-scotland.org/about-us/Disability-Fact-Sheet/>

Interview Expenses

Travel and subsistence expenses incurred during the selection process are the responsibility of the applicant.