



Job Application Guidance

Thank you for your interest in working with SBHA. Please read the following guidance note, which has been written to assist you in the completion of your application.

General

For applicants with a disability, details of all posts will be made available on request, in Braille, in large print or on tape, and applications may be submitted on disk or in an alternative format. Please contact the H.R. Section for more details.

SBHA
South Bridge House,
Whinfield Road,
SELKIRK,
TD7 5DT.

A separate application form must be completed for each post you apply for. **Curriculum Vitae (CV) are not accepted.** If you are filling in the application by hand, please complete it in black ink or type. If you are completing the form electronically, please keep to the format in the form and do not change any of the fields. If you return a completed application form back to us by e-mail you will be required to sign your application form at the interview stage. Applications must be received by the closing time and date. Late applications will not be considered.

The application form plays a very important part in the selection process, and will be used as the basis for shortlisting you for a job. Particular attention is given to the Essential and Desirable Criteria as set out in the Job Description and/or Person Specification and therefore you are advised to highlight by giving examples of how your experience and skills match the requirements of the post. You must fill in all sections of the form, making sure the information you provide is clear and accurate. The information you provide will be treated as confidential and stored in accordance with the Data Protection Act 1998.

Please send your application back as soon as possible. We advise that you take a copy of your form for future reference should you be invited for interview. If you require notification that we have received your application form, please enclose a self addressed envelope.

Personal Details

Please provide a mobile telephone number on which you may be contacted. Please include your work number if it is convenient for you to be contacted at work.

References

All external applicants are requested whenever possible to provide names of two employment referees. Internal applicants only require the name of one referee. Please provide the names of people who may be approached to provide a reference who hold / have held a more senior position to you and one to which you reported directly.

Referees will be asked to confirm some of the information you provide in your application and to give their opinion on your suitability for the post. Your referees must not be related to you.

One of your referees must be your present or most recent employer, unless you have not worked in paid employment, when you may provide the name and address of anyone who knows you well. If you are a School or College leaver you should provide the name of a teacher/tutor/Guidance Teacher.

Your second referee may be either someone else from your present employer or someone from a previous employer.

A character reference will only be accepted where it is not reasonably practicable to provide an employment reference. Please highlight on the application form if a referee is to provide a character reference.

References are requested for shortlisted candidates only and depending on circumstances may be requested either prior to or following interview. If you allow us to approach the referee prior to interview, please tick the relevant box.

Qualifications and Training

Refer to the job description and person specification and provide details of any qualifications, apprenticeships, training or courses etc., which are **relevant** to the job. You will be required to provide evidence of your original qualifications certificates at the interview stage.

When providing details of school or further education qualifications, please remember to specify the level of qualification undertaken (i.e. SCE, Higher grade) and the grade achieved.

Employment History

Please provide details of your employment history to date, starting with your current or most recent post and accounting for any periods of time since leaving school not spent in employment, e.g. Full time education or other circumstances. For posts held within the last three years, please confirm final salary/wage details.

Supporting Statement

This section is very important as the information you provide will be the basis for deciding who will be invited to interview. Before completing this section, have a close look at the Job Description and think carefully about why you are suitable for this post, relating your skills, knowledge and experience to the duties of the post as fully as possible. Then take the Person Specification and go through each criteria point by point, writing a clear example of how you meet each requirement.

The example you give may be from your current job or from an activity you have done in the past. Remember that relevant experience is not always obtained in a formal work setting, so (particularly if you have never been in paid employment or have not worked for a long time) consider any voluntary work, courses, student placement, leisure activities or other activities taken.

When completing this section of the form, try to list your examples in the order they appear in the Person Specification, as this will help when we are shortlisting. Do ensure you mention all relevant experience as we cannot assume anything from a job title you may have had in the past.

Feel free to continue on a separate A4 sheet if you need more room but don't forget to put your name on it and the title of the post you are applying for.

Please do not insert all or part of your Curriculum Vitae to support this statement as it will not be taken into consideration during the selection process.

Availability

Please give an indication of when you would be able to start work with us if offered the job.

Canvassing/Relationships

We ask if you are related to a Board Member or SBHA employee either directly or indirectly. If you are, we need to know in order to make sure that your relations are not involved in the recruitment process. Being related to a Board

Member or SBHA employee does not affect your application in any way, but you must declare it.

Asylum & Immigration Act 1996

The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, birth or marriage certificate or P60/45.

Disclosure Check

This successful candidate will be required to undertake and satisfy an Enhanced Disclosure Check. (If relevant to post)

Equal Opportunities

In order to assist SBHA in monitoring the effectiveness of its Equal Opportunities Policy please complete the Equal Opportunities Monitoring Form. The information is kept separate to your application form and is kept by the Human Resources Section.

Use this form to tell us if you consider yourself to have a disability and to also give details of any facilities you may require at interview or to assist you to perform the duties of the job e.g. an interpreter for the deaf or hard of hearing .

If you are disabled and meet the Essential criteria for the post you will be guaranteed an interview. In this case the panel conducting the shortlisting will be advised accordingly. Alternatively you may choose not to accept this option and enter the shortlisting process without the panel being aware of your disability. Selection for interview will then be in open competition with all other applicants.

Having a criminal record will not necessarily debar an applicant from working with SBHA. Decisions regarding suitability for positions of trust which are subject to vetting will be dependant on the nature of the position, together with the circumstances and background of the offence/s.

If you are invited to interview, the interview panel will be given details of any relevant information.