



## GUIDANCE AND TERMS FOR APPLICATION

### Terms

#### Position

Survivors' Advocacy Project Group and Advocacy Post

#### Location

Office based, with home working and outreach across Forth Valley

#### Hours

Full Time 35 hours, Monday to Friday (flexible working available)

#### Salary Range

£25500 - £28500 depending on experience

#### Leave Entitlement

25 days annual leave, 11 days public holidays

#### Probation

This post is subject to a 6-month probationary period

#### Pension

5% contribution workplace pension scheme, Nest

### Application & Interview Dates

Applications close 19<sup>th</sup> August 2022 at 5pm

Formal Interviews will take place Mid-September 2022

#### Note

Only applicants who are invited to interview will receive any further communication from Central Advocacy Partners.

## Notes For Completing The Application Form

Please read these notes before completing your application form. Your application plays an important part in our recruitment process. It is not always possible to interview everyone who applies for a job, which means the only way of judging your capabilities and potential, is for your application form to be filled in as fully as possible. This will help us to ensure that your application receives full and fair consideration. Please do not include a CV or any other papers, these will not be considered.

We use applications to decide whether you will be short-listed, and the application also forms part of the basis for the interview itself.

### Guaranteed Interview

If you have a disability, you may wish to claim a guaranteed interview. To be eligible, you must meet the essential criteria in the person specification as stated in the job description which accompanies the application form.

Only if you meet the essential criteria will you be guaranteed an interview.

### Filling in the electronic form

Please download and save a copy, then complete the form electronically and return it by email. If you require an alternative means of applying, contact us and a member of Central Advocacy Partner's staff will assist you. Contact email:

[info@centraladvocacypartners.org.uk](mailto:info@centraladvocacypartners.org.uk) Telephone: 01324 633321

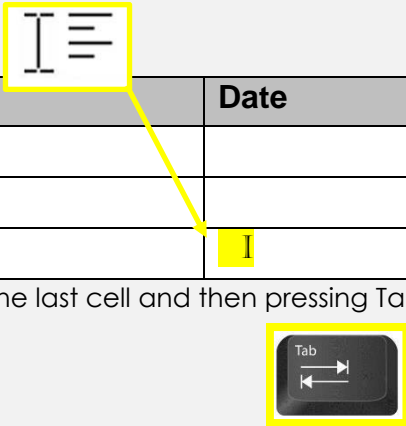
Various questions have tick box options , selecting the appropriate answer will mark the box in MS Word . Otherwise please mark your answers clearly.

Various sections have rows in the table and you may require additional rows. To add a new row to a table, select/ click in the last (lower right) cell and then press the Tab key. Repeat as necessary.

**For example:**

Subject	Info	Date
		I

Add a new row to table by selecting the last cell and then pressing Tab.



## **1. Personal Details**

It is important that you complete this section accurately and in full.

## **2. Employment History**

Starting with your current (or most recent) job, please give details of your duties and responsibilities. These might include your main activities, any supervisory responsibilities and your role in the overall structure of your place of work.

Please include details of any voluntary work and any other experiences or gaps in your employment, which you may feel are relevant.

## **3. References**

Two references, one of whom must be your current (or most recent) employer, will be required before an offer of employment is made. If you do not wish us to contact your present employer without your permission, please tell us when submitting your application.

## **4. Education and Training**

Please give full details of any educational qualifications you have gained. Give details of any professional qualifications, together with relevant memberships and/or registration numbers and renewal dates, if appropriate. Also, please use this section to give details of any training you have received. You should include both full and part time courses as well as any other training and development you have undertaken.

## **5. Supporting Statements**

You must complete these sections. Please refer to the “Essential” and “Desirable” criteria in the Job Description and give specific examples which clearly demonstrate your skills and experience.

This may include periods of paid or unpaid employment, volunteering or leisure interests. Your examples should show what you did, how you completed the task(s) and the results.

## **6. Equal Opportunities Recruitment Monitoring**

Please complete the monitoring information, as it will help us to determine whether our Equal Opportunities Policy is working with regard to recruitment. This is not part of your application, but it does help us develop our approach to Equal Opportunities. This section will be removed prior to short listing. The information you give is confidential and does not constitute any part of the selection process.

## **7. Disclosure of Criminal Convictions**

Due to the nature of the work and the people you will be working with, this post is exempt from the Rehabilitation of Offenders Act 1974. This means that you are not entitled to withhold information. Any previous criminal convictions must be declared irrespective of whether they are 'spent' or not unless the conviction is 'protected'. For further clarity on this please see the Disclosure Scotland website.

If you have been subject to a charge, conviction, or police enquiry, please provide us with full information in this section. This section will be kept private and confidential and will be removed prior to shortlisting.

### **8. Protecting Vulnerable Groups Scheme**

This post is subject to PVG checks. Please indicate if you are a member of the PVG scheme and include your membership number.

### **9. Entitlement to Work in the United Kingdom**

Please confirm whether you are entitled to work in the United Kingdom.

### **10. Declaration**

You may type your name and we will ask successful applicants to sign the document at a later stage.