



RECRUITMENT GUIDANCE FOR JOB APPLICANTS

www.myjobscotland.gov.uk

- Make your supporting statement stand out by giving examples of relevant past achievements / successes to allow the Recruiting Manager to see and differentiate the qualities they are seeking.
- Download and save the job description, person specification and any additional documents from the vacancy job advert for future reference.
- Submitting your online application via myjobscotland by the specified closing date.
- If applying for more than one post, you should submit separate application forms for each position advertised.

WORK HISTORY

- List all part-time, full-time, casual and voluntary work in chronological order. Please detail the reason for any employment gaps and highlight how this time was utilised i.e. skills development.
- You should provide details about each job role so that the Recruiting Manager will have a good understanding of what was required.
- The Council encourages applications from people with transferrable qualifications, skills and experience.

If successful, an equal opportunities form will be included in the new start paperwork. This form is voluntary, but the information requested is very useful as it helps us understand, identify and remove barriers to ensure our service meet the needs of all staff and maximise their potential. The data also allows the Council to monitor the effectiveness of our policy for equal opportunities in employment.

REFERENCES

- The Recruiting Manager will take up references on the successful candidate. Therefore, the details you provide should be accurate (contact number(s) and email address). You should check your referees are willing to provide a reference before adding their names to your application. One reference should be from your current or most recent employer. This should be a line manager who can comment on your previous performance and attendance.
- If you are an external applicant, a second referee should be provided. The referee can be a previous employer, another individual within your current employment who can comment on your suitability for the post or a character reference from a responsible person who can vouch for your general qualities (not a family member or partner).
- If this is your first job, you'll need to provide two character references. This must be from individuals who can verify your abilities (not a family member or partner). If you have recently left school or further education, then we can accept a reference from a qualified professional.

an interview time slot and how to request any reasonable adjustments including special equipment or extra support.

- If you are not shortlisted, you will receive notification via email that you have not been successful.
- Application status updates appear in your [MyJobScotland](#) online account throughout the process.

INTERVIEWING

If your application is shortlisted for interview, it is important to make the process run as seamlessly and smoothly as possible for you. Your interview invite will be sent via email accompanied with an 'Interview Guidance' sheet outlining the Council's assessment methods and suggestions on how to prepare.

PRE-EMPLOYMENT CHECKS

If you are successful at interview and conditionally offered the job, there are various pre-employment checks which need to be completed before you commence employment. These include the Right to Work in the UK and the Council medical questionnaire. At this point your references will be contacted if you are not already employed by the Council.