

## **Guidance Notes for Completing the Application Form**

Please read these notes before completing the application form.



### **General Points**

These guidance notes are intended to assist you in promoting your skills and experience to best effect and thereby help us to achieve our aim to appoint the best candidate for the job.

Depending on the nature of the post, the successful candidate maybe required to undergo a Disclosure check (police check) as provided by the Central Registered Body in Scotland or hold appropriate PVG membership. Whether this is necessary will be noted in the Job Description and/or Person Specification.

Our offices are accessible for most people with mobility issues and sensory impairments and we will also consider making reasonable adjustments if the needs of the most suitable candidate required us to do so.

Please contact us so that we can discuss any specific requirements you may have for either interview or potential appointment.

As your application will be photocopied, make sure you complete it in black ink or typescript. If using pen, please write clearly and use block capitals.

Any additional sheets should be firmly attached to your main application.

Sections A - C and G (the first and last pages) will be detached from the rest of the application and that information will not be available to the shortlisting panel.

We do not accept CVs and we do not accept faxed applications.

### **Contact Details**

If you have any queries or wish to get in touch with us about the application form or process then please e-mail [ceo@fva.org](mailto:ceo@fva.org) or telephone: 01592 760720.

## **Specific Points**

### **Section A – Personal Details**

Please fill in your work telephone number only if it is convenient for us to contact you at your place of work. Any such contact would be made with the utmost discretion.

### **Section B – Health Information**

Please indicate if any information you disclose here falls within the scope of the Equality Act 2010 (see Equal Opportunities Monitoring Sheet for more information).

### **Section C – General Information**

The provisions of the Rehabilitation of Offenders Act makes it illegal for employers to refuse to employ a person because he or she has a “spent” conviction as defined by the Act, although you should still declare any unspent cautions, convictions or bindovers you may have.

Some posts are exempt from the provisions of the Act and if the post for which you are applying is exempt, it will state this on the background information sheet accompanying the job description. In this case you should declare **any and all** cautions, convictions or bindovers.

The fact that you may have a criminal record does not automatically prevent you from being considered for a job. We will take into account the nature of the offence, when it happened and if it is relevant to the job. If you are short listed, this will be discussed with you at interview.

### **Section D – Education & Training**

Any essential or desirable qualifications will be specified in the Person Specification. If you do not fully meet the qualification requirements, but have substantial experience, your application may still be considered however you will need to indicate in Section F - Supporting Statement how your experience equates to any specified qualifications.

As well as telling us about any exams or assessments you have passed, you should also provide information in this section on any relevant courses that you have attended.

### **Section E – Employment Record**

The form asks you to give details, to the nearest month and year, of previous jobs held. Start with the most recent. Make sure you account for any gaps in your employment record.

You may have developed relevant skills through unpaid work or bringing up a family. These details should be included on the form, particularly where the experience has helped you develop skills and abilities that we have asked for in the Person Specification.

If you are currently not in employment you can leave the Date Left and Notice Period areas unanswered – all other areas require an answer.

## **Section F – Supporting Statement**

This section gives you the opportunity to demonstrate why you are suitable for the post. Before completing it, refer to the Job Description and the Person Specification.

The Job Description is an outline of the main duties of the post and the Person Specification is a description of the skills, experience and competencies necessary to carry out these duties. In this section of the form, it is essential that you relate your experience to the information given in both these documents.

Make sure you give specific examples. This means telling us what **you** did in your job rather than what the team or organisation did. Give concrete examples which **demonstrate** you have a particular skill, rather than just saying that you have it. As a minimum, address all of the points identified in the Person Specification.

## **References**

You are asked to supply details of references that cover the last 3 years of your employment and one should be your current line manager/employer. If you are self-employed or unemployed, your last employer should be named.

If you have had voluntary or unpaid experience, you could include the Chairperson of the governing body or management committee among your references. If you can only provide the names of friends as referees, do complete the rest of the application and tell us why you can only supply personal referees.

## **Section G – Equal Opportunities Monitoring**

We have an equal opportunities policy and we need to continually monitor its' effectiveness. We ask applicants to supply certain information in order to help us do so. The information is confidential and is not seen by the recruitment panel. The statistics we produce from this information shows the profile of applicants we attract and can highlight whether particular groups are discriminated against at any stage in the recruitment and selection process.

With this information we can work to ensure no one is unfairly discriminated against within our recruitment process.

It is helpful if applicants complete Section G but it is optional and choosing not to complete it will in no way affect the recruitment decision.

## **Returning the Form**

After ensuring that all sections of the form are completed, keep a copy for yourself as you will be asked questions about it if you are interviewed. Make sure that your completed form is returned by the closing date and that, if posting it to us, the envelope is marked "**Private and Confidential**".

If you are e-mailing the form to us, we ask that you also submit a signed, printed copy within 3 days of the closing date for applications.

Thank you again for showing an interest in working with us.

## **Data Protection Privacy Notice**

The new law on Data Protection came into force on 25 May 2018. It affects all people associated with Fife Voluntary Action, including job applicants. This document has a Data Protection Privacy Notice for Job Applicants appended which you should read carefully and keep in a safe place as it contains important information about:

- who collects personal information about you;
- which information we collect and how and why we do so;
- how we use the information and who we may share it with;
- where we may hold your personal information;
- how long we may keep your information;
- your rights to correct and access your information and to ask for it to be erased;
- where you can find further information about some of the matters listed above; and
- how to complain if we get things wrong and cannot resolve them for you.

The reason we provide you with this notice is to make sure we comply with legislation governing data protection. As a consequence of the new legislation, we will not be relying on your general 'consent' to us processing your personal information as a legitimate basis on which to undertake that processing.

We wish to maintain our open and transparent approach in relation to the protection of personal information. Please therefore do not hesitate to contact our Chief Executive Officer at [ceo@fva.org](mailto:ceo@fva.org) or by calling 0800 389 6046, who will be pleased to help with any queries you might have.

# Data Protection Privacy Notice for Job Applicants

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'Privacy Notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

## Who collects the information?

Fife Voluntary Action (the 'Organisation') is a 'data controller' and gathers and uses certain information about you. Where the Organisation is also a 'data processor', we will process information received from third parties about you.

## Data Protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

## About the information we collect and hold

The table set out on the following pages summarises the information we collect and hold, how and why we do so, how we use it, and with whom it may be shared.

The table below also summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it, and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate - that is, we only collect and process what we need to, and we only store it for as long as we need to. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## Where information may be held

Information may be held at our offices and by third-party agencies, service providers, representatives and agents. We have security measures in place to seek to ensure that there is appropriate security for information we hold.

## How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful (and you become employed by us), the nature of the information concerned, and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims of things such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so, but we will first consider whether the records can be anonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Further details on our approach to information retention and destruction are available in our Retention Policy.

### Your rights to correct and access your information and to ask for it to be erased

Please contact the CEO, who can be contacted on [ceo@fva.org](mailto:ceo@fva.org) or on 0800 389 6046 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our CEO for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our CEO will provide you with further information about the right to be forgotten, if you ask for it.

### Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### Changes to what we do

We regularly review and, where necessary, update our privacy information, policies, procedures and privacy notices. If we plan to use your personal information for a new purpose we will update our documentation and privacy notice, and communicate the changes to you before starting to use the information in a new way.

### How to complain

We hope that our CEO can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at [ico.org.uk/concerns/](http://ico.org.uk/concerns/) or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

## Schedule relating to the information we collect and hold

### Part A - Up to, and including, the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<b>Your name and contact details (i.e. address, home and mobile phone numbers, e-mail address)</b>	From you	<ul style="list-style-type: none"> <li>• Legitimate interest: to carry out a fair recruitment process</li> <li>• Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</li> </ul>	<ul style="list-style-type: none"> <li>• To enable HR personnel and/or the relevant manager to contact you to progress your application, arrange interviews and inform you of the outcome</li> <li>• To inform the relevant manager or department of your application</li> </ul>
<b>Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests</b>	From you, in the completed application form and interview notes (if relevant)	<ul style="list-style-type: none"> <li>• Legitimate interest: to carry out a fair recruitment process</li> <li>• Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</li> </ul>	<ul style="list-style-type: none"> <li>• To make an informed recruitment decision</li> <li>• The people making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewers will receive non-anonymised</li> </ul>

			details
<b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</b>	From you, in a completed anonymised equal opportunity monitoring form	<ul style="list-style-type: none"> <li>To comply with our legal obligations and for reasons of substantial public interest</li> </ul>	<ul style="list-style-type: none"> <li>To comply with our equal opportunities monitoring obligations and to follow our equality and other policies</li> <li>For further information, see ** below</li> </ul>
<b>Information regarding your criminal record ***</b>	From you, in your completed application form	<ul style="list-style-type: none"> <li>To comply with our legal obligations</li> <li>For reasons of substantial public interest preventing or detecting unlawful acts, and protecting the public against dishonesty</li> </ul>	<ul style="list-style-type: none"> <li>To make an informed recruitment decision</li> <li>To carry out statutory checks</li> <li>Information shared with DBS and other regulatory authorities as required</li> <li>For further information, see ** below</li> </ul>
<b>Information regarding your academic and professional qualifications *</b>	From you, from your education provider and/or the relevant professional body	<ul style="list-style-type: none"> <li>Legitimate interest: to verify the qualifications information provided by you</li> </ul>	<ul style="list-style-type: none"> <li>To make an informed recruitment decision</li> </ul>
<b>Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)*</b>	From you and from the Disclosure and Barring Service (DBS) or CRBS/Disclosure Scotland	<ul style="list-style-type: none"> <li>To perform the employment contract</li> <li>To comply with our legal obligations</li> <li>Legitimate interest: to verify the criminal records information provided by you</li> <li>[For reasons of substantial public interest preventing or detecting unlawful acts, and protecting the public against dishonesty</li> </ul>	<ul style="list-style-type: none"> <li>To make an informed recruitment decision</li> <li>To carry out statutory checks</li> <li>Information shared with DBS or Disclosure Scotland and other regulatory authorities as required</li> <li>For further information see ** below</li> </ul>
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information *</b>	From you and, where necessary, the Home Office	<ul style="list-style-type: none"> <li>To enter into/perform the employment contract</li> <li>To comply with our legal obligations</li> <li>Legitimate interest: to maintain employment records</li> </ul>	<ul style="list-style-type: none"> <li>To carry out right to work checks</li> <li>Information may be shared with the Home Office</li> </ul>
<b>A copy of your driving licence * ***</b>	From you	<ul style="list-style-type: none"> <li>To enter into/perform the employment contract</li> <li>To comply with our legal obligations</li> </ul>	<ul style="list-style-type: none"> <li>To make an informed recruitment decision</li> <li>[To ensure that you have a clean driving licence</li> </ul>

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked \* above to us to enable us to verify your right to work and suitability for the position.

\*\* Further details on how we handle sensitive personal information and information relating to any unspent criminal convictions and offenses are set out in in our policy on processing 'special categories of data' (i.e. sensitive personal data) and our policy on criminal records information

\*\*\* All posts require basic information on unspent convictions. Only some posts require us to conduct a disclosure/PVG check and only some posts require a valid driving licence – if this information is required it will be made clear in the job description and person specification. We do not conduct any sort of disclosure or PVG check on the vast majority of job roles. If you are unsure about any of this, or would like more information, please contact our CEO.