

## Application Form Guidance

Please read these notes carefully before completing your application form. This is important as your application form provides the only information we use to assess your suitability for the post and decide whether or not to progress your application to the next stage.

Please note that we are only able to accept electronic applications, if you are unable to provide an electronic application, please contact the People Team. Please ensure you provide a valid email address as we will use this to contact you during the recruitment process.

### General Points

- ▲ Be sure to fill in the post title to ensure you are considered for the right post.
- ▲ Please complete all sections of the application form, we will be unable to consider incomplete applications.
- ▲ CV's will not be accepted.
- ▲ You will receive an automated email confirming receipt of your application.
- ▲ If you have not heard from us within three weeks of the closing date, unfortunately your application has not been progressed on this occasion.
- ▲ Please return your completed application form through the portal on the Blue Triangle website

### Qualifications and Training

- ▲ Please only tell us about any qualification or training which are relevant to the post you are applying for.
- ▲ If you are successful in your application, you will need to provide us with original documentation to support any qualifications or training you have disclosed. If original documents are not available you will be required to provide written confirmation from the awarding body.

### Employment History

- ▲ Please provide details of any previous employment and voluntary work including dates
- ▲ Please account for any gaps in your education and employment history

### Supporting Statement

- ▲ Use this section to demonstrate your suitability for the post by relating your experience to the information provided in the role profile.
- ▲ Provide examples which demonstrate what you have achieved and your skills.
- ▲ You may wish to draw on skills developed outside work, whether home based or social/community activities. These might include voluntary work, bringing up children, carer responsibilities, as well as previous/present employment, study and training.

## References

- ▲ As a charity working with vulnerable adults and children, safeguarding and protecting people who use our services is an integral part of our work. We are rigorous in our reference checks for this reason.
- ▲ Satisfactory written references must be obtained prior to employment being confirmed.
- ▲ Please provide the names, email address and full postal address of two referees. These should be from your last two employers. If you are unable to provide a contact name, please provide details of the organisations HR department.
- ▲ If we are unable to obtain a reference from a previous employer, then one reference should be provided by an education or professional person to whom you are known, e.g. GP, Solicitor, etc.

## Diversity Monitoring

Blue Triangle is committed to encouraging Equality and Diversity throughout our organisation and particularly welcomes applications from people with a disability and/or people from an ethnic minority.

- ▲ In order to monitor equality and diversity during our recruitment processes we collect data using the Diversity Monitoring Questionnaire.
- ▲ If you wish to participate in our monitoring, the questionnaire can be completed online – [Blue Triangle Diversity and Monitoring Form](#)
- ▲ If you are disabled and have any individual needs to allow you to participate in our recruitment process, please let us know.

## Rehabilitation of Offenders Act 1974

- ▲ Having a criminal record will not necessarily bar you from working with Blue Triangle, this will depend on the nature of the position together with the circumstances and background of any particular offences.
- ▲ If you have declared convictions in your application, which we believe are relevant to the post you have applied for, we will discuss this with you at interview.
- ▲ Any information declared will be kept confidential and processed in accordance with Data Protection legislation

## Disclosure Scotland – Protecting Vulnerable Groups

- ▲ If you are barred from working with children or vulnerable adults, we are unable to consider you for jobs which involve working with vulnerable groups.

## Internal Candidates

- ▲ You should advise your line manager that you are applying for a role prior to submitting your application.