

# ESSENTIAL INFORMATION FOR APPLICANTS

***Please read this document BEFORE completing your application***

Thank you for your interest in working for East Renfrewshire Council. Included in this document is guidance to assist you in the recruitment process – please take time to familiarise yourself with the contents.

## **MyJobScotland Applications**

Included with all advertised posts is a job description and person specification. Please take time to read these carefully as the information you provide on your application form will be assessed against the criteria listed as essential and desirable on the person specification.

You should ensure that you complete the application form fully and, where possible, provide examples to demonstrate how you feel you meet the job requirements.

When completing your application online you will be asked to provide details of your work history - you must also mention periods of unemployment, study, career break etc. to explain breaks in employment history. Starting with your current or most recent post, please provide comprehensive details of your role and related duties followed by a brief overview of previous roles and duties.

Please note, when completing the 'Courses' section, the information you provide should be specific to and clearly demonstrate how you meet the essential criteria / qualifications required as per the person specification.

## **References**

When completing an application form candidates must provide details of two referees that can be contacted by East Renfrewshire Council. This replaces the previous practice of requesting Head Teacher reports.

Please note that references will only be requested for the successful candidate and will be accepted from the following: Head Teacher plus Depute Head Teacher. Only in exceptional circumstances will references be accepted from Principal Teachers. Please note that 'personal' references are not acceptable.

## **Communication**

By applying online you should note that all communication will be sent electronically to the email address you provide on your form. This can include the following:

- Email notification advising of outcome of shortlisting
- Invite to interview email
- Conditional offer email
- Full employment contract

Given the nature of the correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible)

## **Rehabilitation of Offenders**

The Rehabilitation of Offenders Act 1974 (Exclusions & Exceptions) (Scotland) Order 2003 as amended applies to many posts with the Council, particularly within departments that provide education or social services. If selected for interview for such posts you will be required to bring with you a Criminal Convictions Declaration Form. Where a post has been designated as requiring membership of the Protection of Vulnerable Groups Scheme (PVG – see below), a criminal records check will be undertaken in respect of any candidate being considered for appointment.

## **Protection of Vulnerable Groups Scheme**

All preferred candidates for posts that have been designated as carrying out regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007 will be required to become a PVG Scheme Member, or undergo a PVG Scheme Update check. Any formal offer of employment being made by East Renfrewshire Council will be subject to becoming a PVG Scheme Member.

For further information on the PVG Scheme please visit [www.disclosurescotland.gov.uk](http://www.disclosurescotland.gov.uk)

## **Canvassing**

Canvassing of Elected Members or employees of East Renfrewshire Council, directly or indirectly, in connection with any appointment under the Council shall disqualify your application.

## **Declaration**

As applications are made on line, by submitting the form you are thereby declaring that the information contained in your application is true and correct to the best of your knowledge and that you understand that false information or omissions may lead to dismissal without notice

At this time, under the Data Protection Act 1998, you will also be giving consent to East Renfrewshire Council and its agents processing personal data, by means of information and communication technology or otherwise, any other information which you have provided to them for purposes of recruitment to and employment with the Council, monitoring the effectiveness of the Council's Equal Opportunities in Employment Policy and in the exercise of the Council's legitimate interests.

## **Equal Opportunities in Employment**

The Council's progressive Equal Opportunities in Employment Policy requires that all recruitment and selection decisions should be monitored. In order to facilitate this process you will be asked to complete a confidential questionnaire as part of the online application process. For the avoidance of doubt, it should be stressed that none of the information provided on the monitoring form will be used at any stage of the selection process.