

# ESSENTIAL INFORMATION FOR APPLICANTS



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

## **MyJobScotland Applications**

When completing your application online you will be asked to provide details of your work 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.

## **References**

When completing an application form candidates must provide details of two referees that can be contacted by East Renfrewshire Council. Where possible please provide email addresses.

At least one referee must be your present/most recent employer and 'personal' references are not acceptable.

## **Communication**

If you apply online through *Myjobscotland* recruitment portal or provide an email address on your application form, please note that all correspondence regarding your employment will be sent to the email address you provide.

## **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**

If you are selected for interview you will be asked to sign your application form on arrival (if you have applied online) to certify 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.