

APPLICANT'S CHECKLIST

Key Requirements



JOB APPLICATION

- Register on MyJobScotland
- Consider the job application fully and any other additional information provided
- Tailor your application to show you can meet the requirements of the role
- Be aware of any word limits
- Provide email and phone number details for your referees
- Submit your application on time – late applications will not be accepted

IF SELECTED FOR INTERVIEW

- Select your interview slot
- Consider the STAR approach when preparing for the competency based interview process
- Check your confirmation email to see if other selection processes will apply on the day, for example a presentation
- Print, complete, and bring the criminal conviction form
- Don't bring ID and qualifications – they are not required at this stage
- Check directions and travel in advance

For further help or assistance, please contact

recruitment@south-ayrshire.gov.uk

0300 123 0900 (option 2, option 1, state 'recruitment')

IF OFFERED THE JOB

- Complete the online health questionnaire
- Read all documents contained within offer and contract emails, and submit acceptance of the contract
- Complete the required 'starter checklist' (bank and tax details)
- Provide required ID and qualifications
- Where required, complete further checks, for example Disclosure Scotland forms
- Advise your referees to submit the online reference form
- We recommend you complete all of the above ASAP, and within 14 days at the latest, otherwise your job offer may be withdrawn