highlife highland na gàidhealtachd | MAKING LIFE BETTER

Guidance for completing application form

- Complete all sections of the application form fully and truthfully. CVs are acceptable if you have a visual impairment.
- A separate application must be made for each position applied for.
- Include the Vacancy Ref. No. on each application (e.g. CHLH/0101/XX)
- Ensure that your application form is received by the closing date.
- If you receive an invitation to interview and are unable to attend, we would ask you to advise us immediately as it may be possible to make alternative arrangements.

1.Personal Details

Email Address
Please provide a personal email address which can be used by High Life Highland for the purpose of communicating with you for the application process and then, if successful, for the purpose of any work-related communications. Please note that the Charity will not communicate with any other parties or family members regarding your recruitment or employment with High Life Highland, other than in the case of emergency.

Driving Licence
If the post you are applying for requires extensive travelling and you do not have a driving licence you should have access to personal transport or be able to make suitable alternative arrangements through public transport in order to fulfil this requirement.

Right to Work in the UK
We are required to ensure that, as an employer, we have proof of your eligibility to work in the United Kingdom. Please note that if you are shortlisted for interview, you will be required to provide evidence of this. Please click on link https://www.gov.uk/prove-right-to-work to check your eligibility.

Appointment of Elected Member into paid employment with HLH
Due to the proximity of the relationship between The Highland Council and High Life Highland, the Local Government (Scotland) Act 1973 Section 67 (1) will be applied to the appointment of any Highland Council Elected Member or former Elected Member as follows:

1. A person who is an Elected Member of The Highland Council is disqualified from being appointed by HLH to any paid office or employment.
2. A person who has ceased to be an Elected Member of The Highland Council is disqualified –
(a) for a period of 3 months beginning with the day on which the person ceased to be an Elected Member to being appointed by HLH to any office or employment which is not a politically restricted post
(b) for a period of 12 months beginning with the day on which the person ceased to be an Elected Member to being appointed by HLH to any office or employment which is a politically restricted post.

2. References

Please provide details of two referees, one of whom must be your present or most recent employer* unless you have never worked in paid employment. If this is the case, you may give the name of a person who can confirm the information that you have provided and comment on your suitability for the job e.g. school teacher. References must not be provided by partners or relations. References will only be requested if you are successful at interview.

*Internal applicants should provide the name of their current line manager within HLH, who will automatically be contacted for a reference.

3. Qualifications

Please provide details of any relevant qualifications obtained at school or through further or higher education. Also provide details of your membership of any appropriate professional bodies. If you are invited for interview, you will be asked to provide evidence of your qualifications.

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Guidance for completing application form (continued)

4. Employment

Please provide details of your current employment including your gross salary and a summary of the main duties of your job. Also provide details of your previous employment including a short description of the purpose of each job and the reason that you left. List your previous employment details in date order with the most recent first. Include periods of voluntary, home-based or casual work accounting for any gaps in employment not spent in further or higher education.

5. Statement in Support of Application

Please use this section to provide evidence and examples of how you meet the attributes detailed in the Person Specification. You should provide details of your skills, abilities, experience (both within and outwith work), training, continuous professional development and qualifications and explain how these are relevant to the Person Specification.

If you have never been in paid employment or have not worked for a long time, provide evidence of your experience outside work including voluntary/community work, leisure activities, domestic responsibilities or student placement. You should continue your statement on an attached separate sheet if necessary.

6. Criminal Convictions

Applications for most jobs do not oblige you to mention spent convictions when applying for a job. A spent conviction is one that can be ignored after a rehabilitation period that is a set length from the date of conviction.

Under the Rehabilitation of Offenders Act, 1974 (Exclusions and Exceptions) (Scotland) Order 2003 applications for certain jobs, (generally where you will have substantial access to children or vulnerable adults) require you to declare all criminal convictions that you have had or any criminal convictions still pending. If you are applying for such a job you must declare all convictions including those that are 'spent' for other purposes under the Rehabilitation of Offenders Act, 1974.

The application form that you receive will guide you as to what type of convictions you are required to declare but if you have any doubt you can find more guidance here: https://www.gov.uk/tell-employer-or-college-about-criminal-record

7. Relationships to High Life Highland Staff/ Board Members

Please provide details of any High Life Highland Board member or employee of High Life Highland to whom you are related. Deliberately omitting to make such a declaration may disqualify an applicant or lead to dismissal if discovered after appointment.

If you have any queries about your application, please contact recruitment@highlifehighland.com