

## **Application for Employment**

### **Guidance Notes**

The Scottish Police Services Authority (SPSA) recruitment pack contains the following:

- Application Form
- Role Profile
- Behavioural Competency Descriptors
- Equal Opportunities Monitoring form

Please read this guidance carefully before you fill in the application form.

Where required, reasonable adjustments will be made throughout the selection process for candidates with disabilities. In these circumstances please contact the Human Resources Department telephone 0141-534-8919 for assistance and advice.

#### **1. Completion of the Application Form**

The application form should be completed clearly in black ink or type and sent to Human Resources, Scottish Police Services Authority, Elphinstone House, 65 West Regent Street Glasgow, G2 2AF. A separate application form is required for each post applied for. Alternatively, you can email the application form to [humanresources@spsa.pnn.police.uk](mailto:humanresources@spsa.pnn.police.uk)

The application form is designed to give us the information we require to decide if you will be short-listed for interview. It is therefore important that you complete the application form in full, demonstrating where you meet the requirements of the role and giving only information which is relevant to the role applied for. Please ensure that you select relevant examples of your skills and experience to demonstrate each behavioural competency in the 6 boxes on the application form and in the order given. These should normally be work related but you may draw on other activities if necessary (e.g. as a voluntary or charity committee holder or organiser).

Please ensure that the completed application form is returned by the stated closing date.

Applications received after the closing date, incomplete application forms and CV's will not be considered.

#### **2. Completion of Equal Opportunities Form**

To assist us to monitor and ensure the effectiveness of our Equal Opportunities practices, we ask you to complete and return the enclosed Equal Opportunities Monitoring form. This is a voluntary document which does not form part of the interview short-listing process and will be used solely for the purposes of monitoring.

#### **3. Selection Criteria**

On receipt of the completed application forms, short listing will take place. This process involves the assessment of evidence from the application form against the role profile. No assumptions will be made about candidate's skills and abilities therefore applications must contain specific detail.

On completion of short listing, applicants will be notified as appropriate regarding the next stage of the process.

#### **4. Completion of Vetting and Occupational Health Forms**

Prior to any appointment being made, vetting and pre-employment forms will require completion. These forms will be provided to short listed candidates on notification of interview.

#### **5. Interview**

The interview assessment process will involve competency based behavioural questions based on the competencies identified in the role profile.

It is useful, for example, to think about experiences you have had which demonstrate particular skills or abilities.

You will be required to provide evidence of your qualifications (driving licence if appropriate) at interview.

#### **6. Flexible Working**

All roles are open to applications for flexible working arrangements.

#### **7. Data Protection Act, 1998**

Your completed application form, or any other personal information which we obtain about you during the recruitment process, will be stored and processed in accordance with the Data Protection Act (1998). The data will be processed in relation to your application to work for the Scottish Police Services Authority, or for the inclusion in your personal records if your application is successful.

Application forms and interview notes for unsuccessful applicants will be retained for a period of 6 months from the date of interview.

#### **8. Rehabilitation of Offenders Act, 1974**

You should note that by virtue of the Rehabilitation of Offenders Act 1974, (Exceptions) Order, 1975, Section 4(2) of the Rehabilitation of Offenders Act, 1974, does not apply to posts within the Scottish Police Services Authority. You are therefore not entitled to withhold information about a previous conviction on the grounds that it is for other purposes spent under the Act. You are required to disclose pending cases and convictions such as traffic offences, formal cautions by police for any offence (including cautions as a juvenile) and spent convictions.

It also includes charges brought against you by an agency reporting to the Procurator Fiscal or the Crown Prosecution Service. If you have been convicted or cautioned you may still be eligible for appointment depending on the nature and circumstances of the offence. However, failure to disclose details could count against you and may result in your application being withdrawn. As part of the final selection process you will be asked to provide this information. The information you provide for security screening will be verified by reference to information already held on computer. If you have any questions regarding this please contact Human Resources on 0141 534 8919.

## **9. Asylum and Immigration Act 1996 (as amended)**

Under the Asylum and Immigration Act 1996, as amended by the Immigration (Restrictions on Employment) Order 2004, we are required to make basic checks on potential employees to ensure eligibility to work in the UK. Consequently, you will be required to provide one of the original following documents:

- A UK Passport
- An EEA or Swiss Passport or national identity card
- A UK residence permit issued by the Home Office.
- A passport or other document issued by the Home Office which has an endorsement stating that you have a current right of residence in the UK as the family member of a national from an EEA country or Switzerland who is resident in the UK.
- A passport or other travel document endorsed to show that you can stay indefinitely in the UK, or have no time limit on your stay.
- A passport or other travel documents endorsed to show that you can stay in the UK, and can carry out the type of work on offer without having a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating the holder is permitted to take up employment.

If you cannot provide one of the documents listed above, then you must provide two documents from the following combinations. Either:

- An official document bearing a national insurance number (e.g. a P45, P60, National Insurance card, or letter from a Government Agency) along with:
- A full birth certificate issued in the UK, Channel Islands, Isle of Man or Ireland.
- A certificate of registration or naturalisation stating that you are a British citizen.
- A letter from the Home Office stating that you can stay indefinitely in the UK; or
- An immigration status document issued by the Home Office.

A work permit, or other approval to take employment issue by Work Permits UK, along with:

- A passport or other travel document endorsed to show that you are able to stay in the UK;
- or
- A letter from the Home Office confirming that you can stay in the UK and take the employment on offer.