Shetland Islands Council

i-GRasp:
Completing an Online Application Guidance Note

September 2012

1.0 Introduction

This manual has been produced to help support applicants using our online application system to apply for any vacancies with Shetland Islands Council. This manual will tell you where you can find our job adverts and will help guide you through the application process.

As you will be <u>contacted by e-mail</u> throughout the process, it is important that you have access to your e-mail account to receive information on your application and also to check for messages that will be sent to you.

Existing Council Employees can request access to the intranet and web mail by contacting the ICT Helpdesk, telephone (01595) 744777 or e-mail ICTservicedesk@shetland.gov.uk. E-mail and the intranet can both be accessed from your own home PC (or any other PC) provided it has an internet connection. To access e-mail, the link is **www.webmail.shetland.gov.uk**, and to access the intranet, **www.intranet.shetland.gov.uk**. You will be prompted for your normal network login name and password.

The Shetland Islands Council has allocated Superusers for this system all based within Human Resources, namely:-

Name	E-mail address	Telephone number
Beth Peterson	beth.peterson@shetland.gov.uk	(01595) 744574
Elaine Murphy	elaine.murphy@shetland.gov.uk	(01595) 744579
Annette Priest	annette.priest@shetland.gov.uk	(01595) 744011
Louise Ratter	louise.ratter@shetland.gov.uk	(01595) 744036
Robert Eramuson	robert.erasmuson@shetland.gov.uk	(01595) 744559
Alison Copland	alison.copland@shetland.gov.uk	(01595) 744703

If you have any comments on this Guidance Note, please contact one of the Superusers listed above.

1.1   Where we will advertise

As well as using this National Recruitment Portal and any of it's Partner Agencies, Shetland Islands Council will continue to advertise a list of vacancies in the Shetland Times and on SIBC each week and from time to time may use national newspapers and publications to advertise more difficult to fill posts. We will also continue to work closely with JobCentre Plus and also publish the list of vacancies on Council notice boards.

1.2   How to apply

We encourage all applicants to apply online where possible, however you can also still apply in writing. You can apply in many different ways:-

- Shetland Islands Council Intranet Homepage (SIC employees only)
- www.shetland.gov.uk/jobs
- www.myjobscotland.gov.uk
- www.jobcentreplus.gov.uk please be aware, from the end of March 2010 all info held on Jobcentre Plus website is migrating to www.direct.gov.uk
- Via a paper application form (available on the int*ra*net and int*e*net)

1.3 Where to get more help with your application

Firstly, a Helpline is available through the Council's Human Resources, please phone (01595) 744032 for advice.

The following places will also help you with your online application.

If you do need assistance it is important that you get in touch with someone, from the list below, at the earliest opportunity to make an appointment. It is also advised that you prepare your application by gathering relevant dates and notes of experience prior to any meetings taking place.

Organisation	Address	Telephone No
Skills Development Scotland (previously Careers Scotland)	Charlotte House, Commercial Road, Lerwick	(01595) 695791
JobCentre Plus	Charlotte House, Commercial Road, Lerwick	(0845) 604 3719
LifeSkills (previously Support Training Ltd)	11 Market Street, Lerwick	(01595) 695026
Shetland College	Gremista, Lerwick	(01595) 771000
SIC Adult Learning Service	Corporate Headquarters, 8 North Ness, Lerwick	(01595) 743888
SIC Human Resources (Helpline)	Corporate Headquarters, 8 North Ness, Lerwick	(01595) 744032
SIC Library Service	Lower Hillhead, Lerwick	(01595) 743868

Shetland College Learning Centres

Community Learning in Lerwick	C/o Shetland College, Gremista, Lerwick	(01595) 711402
Ness Learning Centre	Boddam Hall, Dunrossness	(01950) 460901
North Isles Learning Centre	1 Hagdale, Baltasound, Unst	(01957) 711806
North Mainland Learning Centre	4 Havragord, Brae	(01806) 522126
West Mainland Learning Centre	Leisure Centre, Aith	(01595) 810444
Whalsay Learning Centre	Leisure Centre, Whalsay	(01806) 566729

Suggestions on how to view the text on the screen bigger:

- Click on the magnifying glass icon on the bottom right hand corner of your screen and increase it to either 125% or 150%; or
- Click View on your toolbar and select Zoom click on Zoom 200%; or
- From the Start menu, All Programs, select Accessories then Accessibility. Click on Magnifier.

2.0 Vacancy Search

You can search for vacancies **two ways**, either from www.myjobscotland.gov.uk or directly though our Council's minisite shetland.myjobscotland.gov.uk

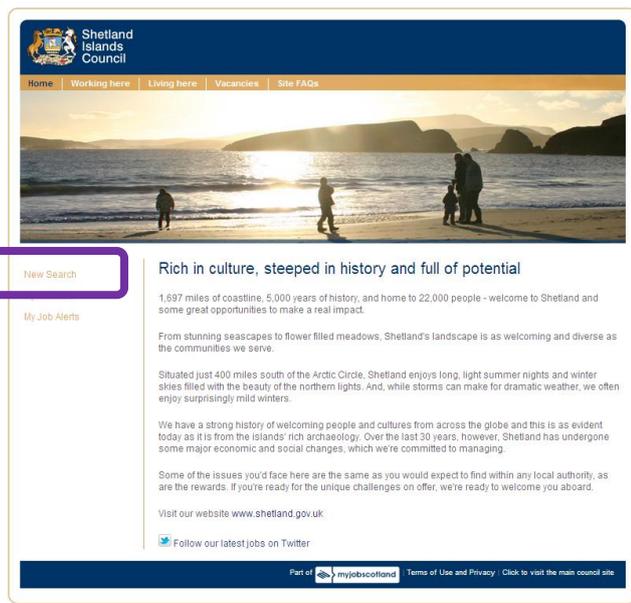At www.myjobscotland.gov.uk a search may be carried out on:-

- ▪ **Organisation**
- ▪ **Category**
- ▪ **Keyword Search**
- ▪ **Reference Number**
  and
  Advanced Search, which is used for more specific searches

Once you have clicked Search, any matching current vacancies will be listed in the Position Results page.

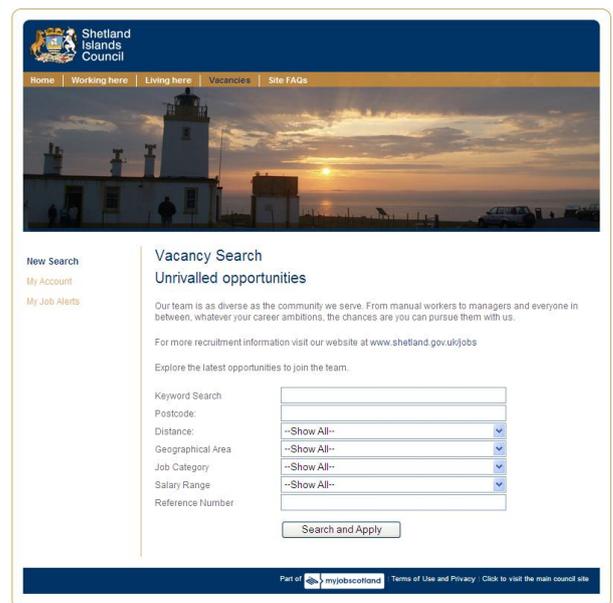
At shetland.myjobscotland.gov.uk (no need to add **www.**) you will open the Shetland Islands Council minisite homepage where you should click on the "New Search" link. You can now search for vacancies available in Shetland Islands Council only.

2.1   Job Alerts

Again there is **two ways** you can set up **Job Alerts,** either through the www.myjobscotland.gov.uk or directly through the Shetland Islands Council minisite shetland.myjobscotland.gov.uk

This allows us to contact you about vacancies you might be interested in. You should click on the Job Alert links from either website (outlined in purple below) then complete the necessary search criteria.

Job Alerts can be set for:-

- **Organisation**
- **Location** or on the minisite **Geographical Area**
- **Salary Range**
- **Category**
- **Position Type**
- **Keyword Search**

By registering for Job Alerts, you will be **automatically alerted** to any new vacancies posted to the website that meet your search criteria.

You can set up several Job Alerts.

Unsubscribe from job alerts by selecting the unsubscribe link in any job alert email, or login to your account and click on the unsubscribe link.
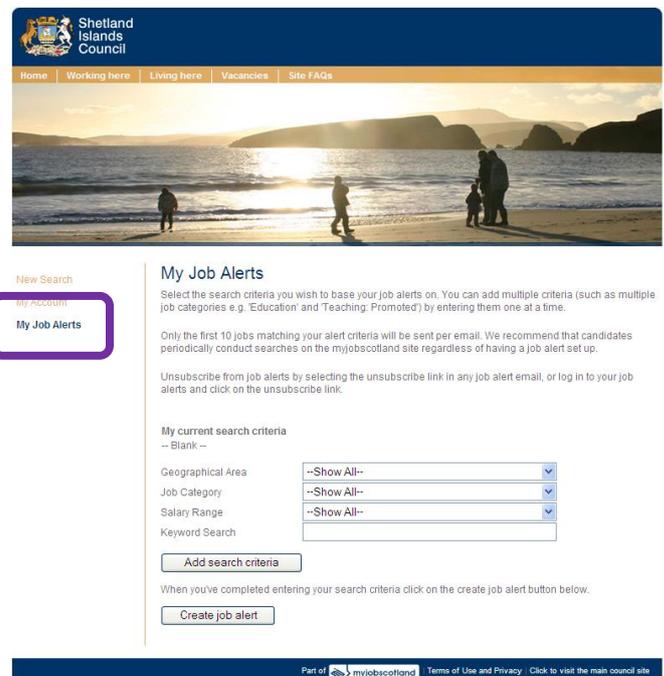
2.2 Applying for a Position

To apply for a job, you need to go through the following steps:

2.2.1   The Search Results page shows all positions that meet your search criteria

2.2.2   In the Search Results page, you will see the Job Title, Location, Job Category & Salary Range.

2.2.3   From the Search Results page, click on the Job Title to view the job advert.

* Another chance to set up Job Alerts!

2.2.4   Read the advert and any additional information that is provided (Job Profile, Person Specification and Conditions of Service) – the link is at the bottom of the job advert

2.2.5   To apply, click on the link 'Click here to Apply for this job'

2.2.6   Now, you may need to answer any screening questions linked to the position. If you do not match what we are looking for, you will be informed immediately and screened out of the process. If you do match, you will proceed to the next stage of the application process.

2.2.7 You will now have to read the Application Questionnaire shown right, and click on "I accept" if you agree to our Legal Statement then click on **Save Answers** to proceed with your application.

2.2.8 Clicking on "I do not accept" will take you out of the application process as shown below.

Application questionnaire

This system is operated by the Convention of Scottish Local Authorities (COSLA) and accessed by Shetland Islands Council. The information you supply will be processed in accordance with the 8 principles of the Data Protection Act 1998 (the Act) and used solely for the purposes of recruitment.

If you are successful in your application and take up employment with Shetland Islands Council, data will be used for purposes directly related to your employment. Shetland Islands Council and COSLA will hold the information for as long as it is required for the purpose for which it was submitted. We normally require to retain information for 6 months after your last application was submitted for administrative purposes. After this time, we will retain de-personalised statistical information about applicants to inform our recruitment activities, but no individuals are identifiable from that data.

Disclosure of personal information

By accessing the application form, you consent to the processing by Shetland Islands Council and COSLA of the information provided, including any information qualifying as personal data for the purposes of the Act.

We will not disclose personal data without consent. However, when we receive a complaint or legal challenge relevant to the recruitment process, for example, we will need to use the personal information to carry out the investigation.

Circumstances where we pass on personal data without consent would include those necessary to prevent and detect crime and to produce anonymised statistics.

Access to personal information

Shetland Islands Council is as open as it can be in giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998.

You may log back on to the system at any time to amend the information in your account.

○ I accept

○ I do not accept

[Save answers]

2.2.9 You will then be asked to register or to login if you have registered already.

By entering an e-mail address and password, you have created an account with www.myjobscotland.gov.uk

- You will now receive an e-mail confirming your user name (which is always an e-mail address) and password.

- You will also be asked to verify the e-mail address being used.

If you have applied before and have forgotten your Password, there is **a link** (shown right) for you to click which will send a password reminder to your e-mail address.
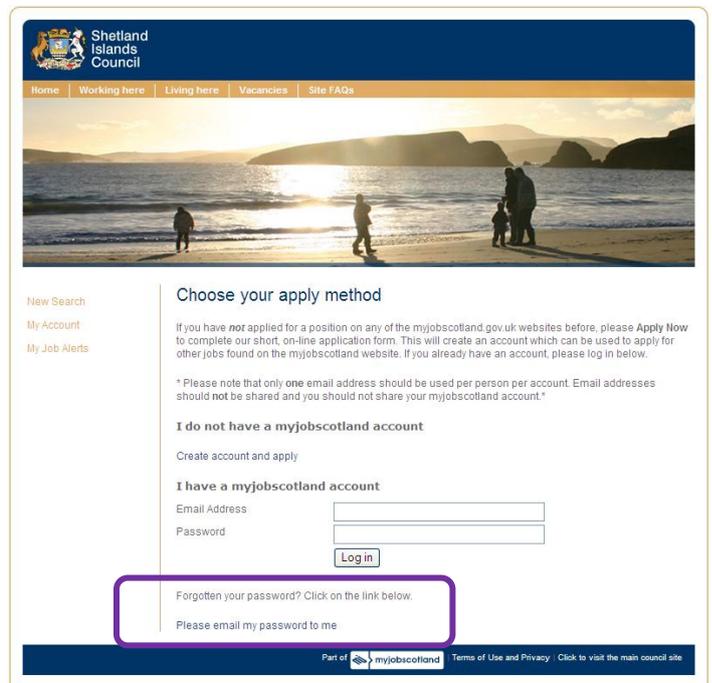
2.3 Completing the Application Form

There are 3 Application Forms:-

- General
- Social Work (asks for SSSC Registration No.)
- Teaching (asks for GTC Registration No.)

For more information on each section, see Appendix A

2.3.1 To complete your registration details:

- You will be asked to provide your e-mail address, enter a password and provide your initial and surname (all of these fields are mandatory so must be completed) then click on **Save Details**.
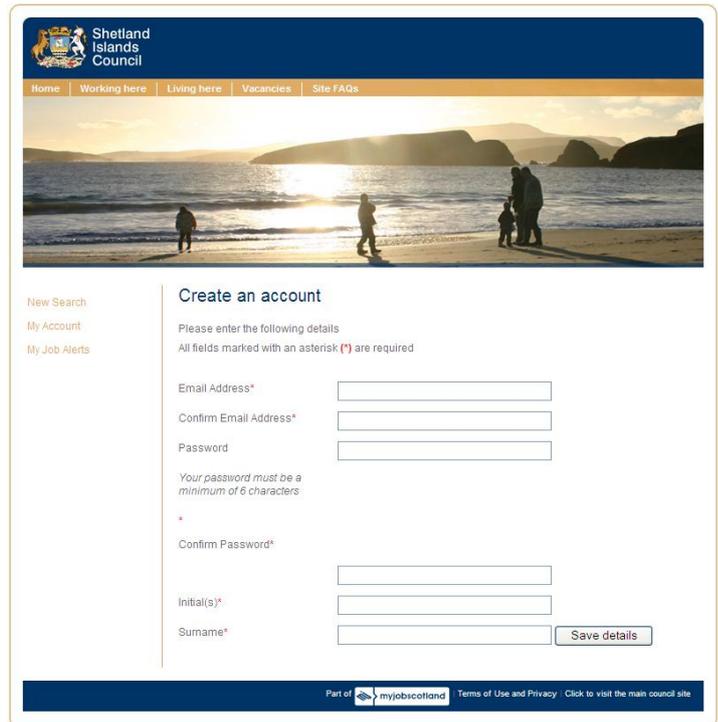
2.3.2 This is the outline of the General Application Form

In the Shetland Islands Council minisite there are 8 main sections:

- Main Details
- Information *
- Qualifications
- Courses
- Application Questions **
- Work History
- References
- Equal Opportunities

* This section asks for essential information that's and in line with our current application form and Recruitment and Selection Policy. It will be in the form of a Questionnaire.

*** This section may ask questions specific to the recruitment exercise
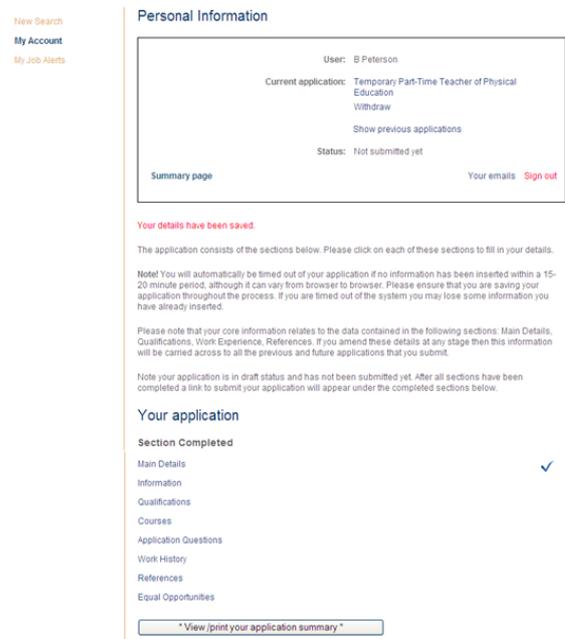
2.3.3 As you complete each section of the form, you must click on **"Mark this section as complete"** and **"Save answers"** – a tick sign will appear beside each section title in the main menu to indicate that you have completed this section.

Mark this section as complete ☑

Save answers
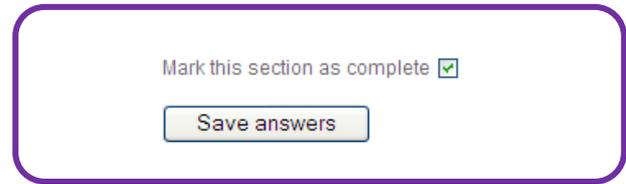
TIP: You may also find it useful to type your application information into a word document then copy and paste it into this online application.

PLEASE NOTE:
- You will be timed out after 15 minutes of inactivity so please remember to **SAVE** your details to avoid losing any information.
- Your myjobscotland account will be archived after 6 months of inactivity and you will have to re-register.
- Throughout the application, where a text box appears, you must enter at least one character before clicking "Save answers" to allow you to proceed (even adding N/A if the box is not applicable to your application).

2.3.4 Once you have completed **all** sections, you will be able to submit your application.

BUT good practice is to view/print your application summary prior to submission.

Personal Information

New Search
My Account
My Job Alerts

User:	B Peterson
Current application:	Temporary Part-Time Teacher of Physical Education
	Withdraw
	Show previous applications
Status:	Not submitted yet

Summary page   Your emails   Sign out

Your details have been saved.
Your application

Section Completed

Main Details	✓
Information	✓
Qualifications	✓
Courses	✓
Application Questions	✓
Work History	✓
References	✓
Equal Opportunities	✓

* View /print your application summary *

Nearly finished, just one more page to go! Now you have completed every section please use the link below to continue to our disclaimer and submit screen.

Please ensure that your details are correct before submitting your application by clicking on the Print summary link above. Once submitted an application CANNOT be amended.

Proceed to Disclaimer and Submit.

2.3.5 Before your application is fully submitted, you will be presented with our Data Protection statement and Declaration Disclaimer, which you should read.

2.3.6 If you agree to the Data Protection statement <u>and</u> have complied with the Declaration, to complete the submission of your application, you need to click on "**Submit Application**"
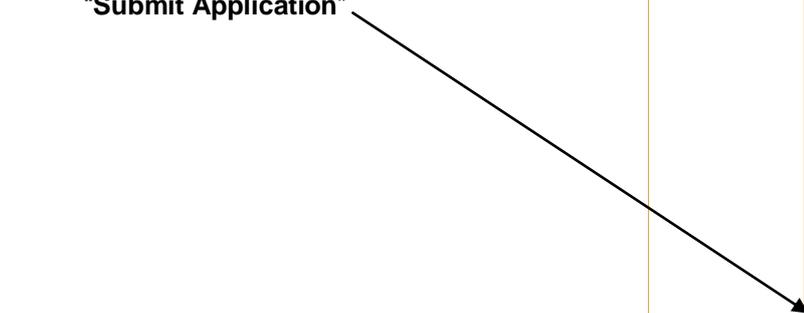
2.3.7 Once click **Submit Application**, you will see this final screen where you can complete a brief questionnaire on how you felt the process was.

2.3.8 You will receive an automatic confirmation e-mail acknowledging your application.

2.3.9 Your application details are now saved in your account to use again for other vacancies. You simply login with your username and password and change/update the relevant parts!!

2.4 Information on automatic e-mails generated during the application process

You will receive an automatic e-mail for the following steps of the application process:-

- **Once you have registered by entering an e-mail address and password.** You will be advised of the process and be provided with a reminder of your Username and Password. You will also be asked to verify the email address you wish to use for your account.

- **When you have completed an application form, but have not yet submitted it.** You may receive an incomplete application reminder if you have not submitted the application within 5 days of starting it.

- **After you have submitted an application form.** You will receive an automatic e-mail confirming the application has been submitted.

Please note that you should not reply to these e-mails as they are not sent by individual Council Employees.

![myjob scotland.gov.uk — Local Government Jobs. All on one site.]

![StepStone]

2.5   Incomplete Applications

When applying online, it is possible for you to log off and come back to complete your application form at a later date – provided you do so before the position's closing date.

An incomplete application reminder e-mail is sent by the system once you have been at the INCOMPLETE APPLICATION stage for 5 days (unless the position closing date has passed).

If you try to complete your application after the closing date, you will be presented with this screen (the wording may differ slightly)
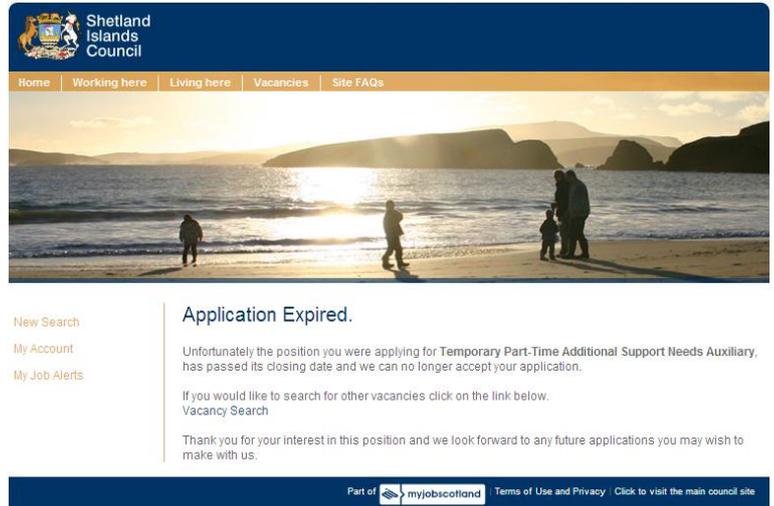
2.6   What Happens After Your Application Has Been Submitted - What we will tell you.

- You will receive an automatic e-mail acknowledging receipt of your application form.

- If unsuccessful at shortlist, you will be notified by an automatic e-mail.

- If successful at shortlist, we will invite you to an interview.

- If unsuccessful at interview, you will be notified by an automatic e-mail.

- If successful at interview, you will be contacted by the Interview Panel Chair with your offer of employment. This will also be backed up with a detailed offer letter.

3.0 Frequently Asked Questions

Q: If I forget my password, what can I do; can my password be re-set?
A: You can request a password reminder, following the details in 2.2.9 above. The reminder e-mail will be sent to your e-mail account.

Q: How do I stop my job alerts?
A: When you login to your account, you can unsubscribe and change your job alerts.

Q: Do I have to complete the same information every time I apply for a position?
A: No – once you have set up an account it stores your personal details, so if you do apply for other positions the system will pre-populate your core data. You simply review each section, re-do the information questionnaire (where you show how you meet the criteria in the Person Specification), make any necessary changes from your previous application (e.g. add work history, change referees, update qualifications) then mark each section as complete before submitting.

Q: Once I have applied for a position, how can I review my Summary Application Form?
A: After logging into the system, at "Personal Information" click on "Show Previous Applications". You will see all previous applications listed and a link called "View Summary", click on this to view your Summary Application Forms.

Q: I don't have any information to put in some of the text boxes but the system won't let me Save Answers and return to the main menu. What should I write?
A: All the text boxes in the application form are mandatory so you do need to add information; even if it is not relevant for your application you should add "N/A – Not applicable".

Q: The text box size cannot accommodate what I want to write? What can I do?
A: We do try to encourage applicants to only use the space available but where there is more information than space, you should include this in your text box then provide the additional information to the recruitment team for the vacancy and they will upload it to the recruitment portal along with your online application.

Q: I cannot submit my application. What should I do?
A: You need to check that all 7 sections of the application form have been ticked as complete? Any sections that have not been marked as complete will need to be checked and ticked before the application can be submitted. Any other problems, contact the Helpline.

Q: I have set up an account but have not received any e-mails?
A: You may need to check your "Junk" or "Spam" folders for any automated e-mails from the Portal. Or it may be the case that your e-mail address has been keyed incorrectly so you may need a Superuser to check your log-in details.

Q: I would like to withdraw my submitted application. What should I do?
A: You must contact the employing department, the contact details should be on the advert. Failing that, contact our Helpline and ask them to change your status to "Withdrawn" and provide a reason. Once this has been done, you will receive an automated email confirming your new status.

![myjob scotland.gov.uk - Local Government Jobs. All on one site.]

StepStone

Appendix A

1.1 The General Application Form

Fields marked with a * must be completed. Please give as much information as possible to help shortlist you for our vacancy. The screen dumps provided below show the mandatory fields that all 32 Scottish Local Authorities have agreed for the Application Forms. Shetland Islands Council will add a set of standard Branching Questions to each position so that the online application is the same as our current application form, these Branching Questions is known as Section 2 - Information.

This is the outline of the **General Application Form** There are 8 sections: 1. Main Details 2. Information 3. Qualifications 4. Courses 5. Application Questions 6. Work History 7. References 8. Equal Opportunities	
Section 1: Main Details This section captures your personal details: 1. Name (initials and surname) 2. Contact numbers 3. Address details 4. Latest Job Title 5. Latest Company Name 6. Current Salary 7. Current Notice Period (in weeks) 8. Where you heard about the vacancy	
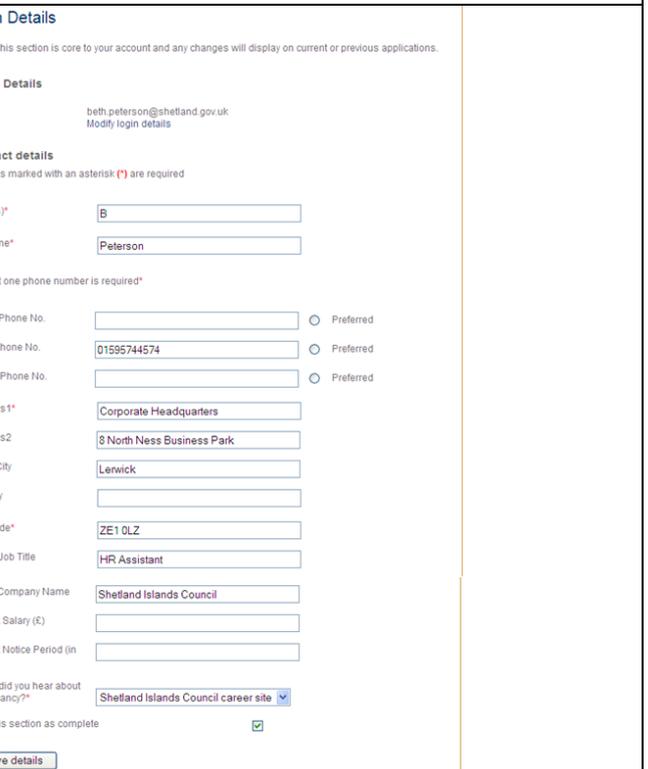
Section 2: Information

This section asks for essential information that's and in line with our current application form and Recruitment and Selection Policy.

It will be in the form of a Questionnaire and asks you how you meet the <u>Person Specification</u>.

ALSO, depending on the type of post being applied for, you may be asked to provide PVG (Protection of Vulnerable Groups) membership information.

This PVG questions will be asked at the beginning of the Information questionnaire.

Answering **Yes,** will then ask you to provide your membership number and what kind of registration you have.

Answering **No**, we will confirm that you will require PVG membership for this position.

Where PVG information is not required, the Application Questionnaire will start here.

Information

This section will ask you a number of questions regarding your application for this position.

Start questionnaire

If required for the position, PVG Questions will appear first

Application questionnaire

Are you aleady a member of the PVG Scheme?

◉ Yes

○ No

. . . .

Application questionnaire

Please provide the 12 digit PVG Scheme Membership No.

123456789101112

. . . .

Application questionnaire

Please confirm if registered for:-

○ Adults

○ Children

◉ Both

. . . .

Application questionnaire

Thank you for providing this information. Please note, if you are successful at interview you will be required to produce your PVG Scheme Record Certificate before a PVG Scheme Update can be processed. Please proceed with your applications.

Continue...

. . . .

Application questionnaire

Are you aleady a member of the PVG Scheme?

○ Yes

◉ No

. . . .

Application questionnaire

Please note, if you are the preferred candidate for this position, you will be required to have PVG Membership. Please proceed with your application.

Continue...

. . . .

Application questionnaire

Do you wish to apply for this post on a Job Share basis?

○ Yes

○ No

---

myjob
scotland.gov.uk
Local Government Jobs. All on one site.

StepStone

Section 2: Information (continued)

Application questionnaire

Do you currently or have you previously worked for Shetland Islands Council? *if Yes, please give full details in Employment History

- ⦿ Currently
- ○ Previously
- ○ Never

. . . .

Application questionnaire

Please give brief details of relevant training, including apprenticeships.

0 characters entered (max 5000).

. . . .

Application questionnaire

Please detail any professional membership or registration eg. CIPD membership. Please provide the following details:

- Institute/Professional body/ registering body
- Class of Membership (including registration No. where appropriate)
- Date achieved / registered
- Method obtained: e.g. by examination experience or election

0 characters entered (max 5000).

. . . .

Application questionnaire

Use this section to tell us about:

- your most relevant experience to the post you are applying for
- your skills and abilities which are relevant

Please refer closely to the criteria in the person specification
Teachers: Please confirm subjects you are qualified to teach

0 characters entered (max 5000).

. . . .

Application questionnaire

Why are you applying for this post?

0 characters entered (max 5000).

Section 2: Information (continued)

Application questionnaire

Are you related to any senior Shetland Islands Council employee or elected member?

○ Yes
◉ No

. . . .

Application questionnaire

Please give name and relationship

```



```
0 characters entered (max 5000).

. . . .

Application questionnaire

Do you hold a current full driving licence? (only required if specified as Essential criteria in the Person Specification)

◉ Yes

○ No

. . . .

Application questionnaire

Please use this space to detail any other relevant information for your application.

```



```
0 characters entered (max 5000).

. . . .

Application questionnaire

Do you have a suitable vehicle for use in your employment? (only required if specified as Essential criteria in the Person Specification)

○ Yes

○ No

. . . .

Application questionnaire

As part of Shetland Islands Council's commitment to Equal Opportunities, applicants who have a *disability are guaranteed an interview - provided the essential qualification and experience requirements for the particular post applied for are met.
Do you have a disability?

*Definition of a disability "A physical or mental impairment which has substantial long term adverse effect on the ability to carry out normal day today activities".

◉ Yes

○ No

Section 2: Information (continued)	**Application questionnaire** Are there any particular arrangements you require us to make to enable you to attend for interview? For example - sign language interpreter, location with ramp or information in large print etc. . . . . **Application questionnaire** You will be notified if the post you are applying for is exempt from the provisions of The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions)(Scotland) Order 2003. In this case you must give details of any convictions, both spent and unspent, on a seperate form. A Disclosure Scotland check will be undertaken prior to appointment to defined occupations.
Section 3: Qualifications This section tracks what qualifications you have. For example, standard grades, highers, degree etc. You will also be asked to enter the subjects and results.	**Qualifications** Note: Your core information relates to the data contained in the following sections: Main Details, Qualifications, Work History, Courses, and References. If you amend these details at any stage then this information will be carried across to all of your previous and any future applications that you submit. Please input all the exams you have taken from Entry Level/Standard Grades upwards and the grades you were awarded To add qualifications, please choose the appropriate level and click 'Add Qualification'. The order that you enter your qualifications is not important, but you must ensure that you detail all of the exams you have sat and the grades you were awarded. If you cannot see a qualification then please use the **Level > Other** option and select the appropriate **Type** to add this information. All fields marked with an asterisk **(*)** are required Level Please Select Type Please Select Add Qualification Mark this section as complete ☐ Save answers
Section 4: Courses This section can be used to enter training courses.	**List of courses taken** Note; This section is core to your account and any changes will display on current or previous applications. Use this link to add further course details. Add a new course Mark this section as complete ☑ Save answers
There seems to be an overlap here with the Save / Cancel functions... I will get the Myjobscotland Support Team to look into addressing this problem.	**Edit course information** Input or Modify course information All fields marked with an asterisk **(*)** are required Course* Result* Date* Day Month Year Cancel / Save

Section 5: Application Questions

If any application questions have been added to the position, you will be asked to answer them in this section. Any questions added here will not screen you out of the application; it will only be a request for information specific to the job.

Application Questions

No application questions required for this application.

Mark this section as complete ☑

Save answers

Section 6: Work History

This section tracks your work experience record both paid and voluntary.

Work History

Note; This section is core to your account and any changes will display on current or previous applications.

To add further work experience details please click on the link below.

Add Work History

Mark this section as complete ☑

Save answers

Add Work History

Note: Your core information relates to the data contained in the following sections: Main Details, Qualifications, Work History, Courses, and References. If you amend these details at any stage then this information will be carried across to all of your previous and any future applications that you submit.

Do not tailor your work history per position.

All fields marked with an asterisk (*) are required

Start Date*   Day ▾ Month ▾ Year ▾

☐   Is ongoing?

End Date*   Day ▾ Month ▾ Year ▾

Job Title*

Company or Dept/Service. Please provide address.*

Please provide your reason for leaving this position. (100 characters)*

Please add a brief description of responsibilities, experience and knowledge gained. (approx. 2,000 character limit)*

Save   Cancel

Section 7: References

You will be asked to enter details for a minimum of 2 referees.

The screen shot below shows the information you will need to enter for 2 referees.

References

Using the link below, please give the names of two persons not related to you who are able to give confidential information with regard to your work.

One referee must be from you current or most recent employment, preferably your immediate supervisor (if you have not been employed since leaving school/college, then you must give a tutor as a replacement).

If you have previously worked for Shetland Islands Council we will, in addition to any referees listed, contact your previous employing department for reference information.

With the exception of posts working with children and vulnerable adults, your referees will be contacted only if you are successful in being shortlisted for interview. If you do not wish your referee(s) to be contacted prior to interview please state in the box below.

References for posts working with children and vulnerable adults must always be available to the panel prior to interview, and additional references maybe sought as deemed necessary.

Click here to add a reference person

Please state below the name of any referee that we are unable to contact prior to interview.

0 characters entered (max 5000).
Mark this section as complete ☐

[Save answers]

Add reference person

All fields marked with an asterisk (*) are required

First Name*

Surname*

Organisation*

Job Title*

Email
*Please enter a business email address

Work Phone Number*

Address 1

Address 2

City

Country

Post code   Cancel

[Save]

Section 8: Equal Opportunities

You will also be asked to complete your Equal Opportunities details.

You may choose not to disclose this information.

The information entered at this section will not be shown to the interview panel and will be used by the Council to provide statistical returns and to ensure that we are not discriminating against any applicants.

Equal Opportunities

Shetland Islands Council is committed to ensuring that fair practices are adhered to throughout the recruitment process and that no applicant should be treated less favourably on any grounds including gender, race, colour, nationality, ethnic or national origins, disability, sexuality or age.

Your assistance would be appreciated in providing information which will be treated in the **strictest confidence and information will not be made available to any person who is involved in the selection process.**

Please note, the provision of information in this section is entirely voluntary and if you choose not to do so, this will not be held against you when considering your suitability for the job.

Please fill out the following form.

Note: If you amend these details at any stage then this information will be updated on your account and will be carried across to all of your previous and any future applications that you submit.

How would you describe your gender?   < Please select from: >

Date of Birth (candidate view only)   Day   Month   Year

Do you have caring responsibilities?   < Please select from: >

What is your national identity?   < Please select from: >

Other national identity, please specify

What is your ethnic group?   < Please select from: >
Please select the option which best describes
your ethnic group or background.

Other ethnic group,
please specify

Under the terms of the Equality Act 2010, a disability is defined as a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out day-to-day tasks.

Do you consider that you have a disability?   < Please select from: >

1. Learning disability, (such as Down's syndrome or dyslexia) or cognitive impairment (such as autism or head-injury)
2. Longstanding illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy.
3. Mental health condition, such as depression or schizophrenia.
4. Physical impairment, such as difficulty using your arms or mobility issues which means using a wheelchair or crutches.
5. Sensory impairment, such as being blind / having a serious visual impairment or being deaf / having a serious hearing impairment.

If yes to the above question, please state the   < Please select from: >
type of impairment which applies to you. If none
of the categories apply, please mark 'Other' and
specify the type of impairment.

Other disability or impairment, please specify

For Existing Council Employees only. Are you   < Please select from: >
applying for a promoted post?

Mark this section as complete ☑

Save details

myjob
scotland.gov.uk
Local Government Jobs. All on one site.

StepStone

Appendix A

1.2   The Social Work Application Form

This is the outline of the **Social Work Application Form**

There are 8 sections:

1. Main Details
2. Information
3. Qualifications
4. Courses
5. Application Questions
6. Work History
7. References
8. Equal Opportunities

There is just 1 difference between the General Application Form and the Social Work Application Form.

Qualifications

Note: Your core information relates to the data contained in the following sections: Main Details, Qualifications, Work History, Courses, and References. If you amend these details at any stage then this information will be carried across to all of your previous and any future applications that you submit.

Please input all the exams you have taken from Entry Level/Standard Grades upwards and the grades you were awarded

To add qualifications, please choose the appropriate level and click 'Add Qualification'. The order that you enter your qualifications is not important, but you must ensure that you detail all of the exams you have sat and the grades you were awarded.

If you cannot see a qualification then please use the **Level > Other** option and select the appropriate **Type** to add this information.

All fields marked with an asterisk **(*)** are required

| Level | Please Select |
| Type | Please Select | Add Qualification |

Please state your SSSC Registration number

Mark this section as complete ☐

Save answers

Section 3: Qualifications

We will ask for your SSSC Registration number.

1.3   The Teacher Application Form

This is the outline of the **Teacher Application Form**

There are 8 sections:

1. Main Details
2. Information
3. Qualifications
4. Courses
5. Application Questions
6. Work History
7. References
8. Equal Opportunities

There is just 1 difference between the General Application Form and the Teacher Application Form.

Qualifications

Note: Your core information relates to the data contained in the following sections: Main Details, Qualifications, Work History, Courses, and References. If you amend these details at any stage then this information will be carried across to all of your previous and any future applications that you submit.

Please input all the exams you have taken from Entry Level/Standard Grades upwards and the grades you were awarded

To add qualifications, please choose the appropriate level and click 'Add Qualification'. The order that you enter your qualifications is not important, but you must ensure that you detail all of the exams you have sat and the grades you were awarded.

If you cannot see a qualification then please use the **Level > Other** option and select the appropriate **Type** to add this information.

All fields marked with an asterisk **(*)** are required

| Level | Please Select |
| Type | Please Select | Add Qualification |

Please state below the following information:
1) GTCS Registration Number
2) Full/Provisional?
3) Classification/ Registered Subject*

0 characters entered (max 5000).
Mark this section as complete ☑

Save answers

Section 3: Qualifications

We will ask for your GTC registration number, whether that is full or provisional and the classification.

END OF DOCUMENT