



## GUIDANCE NOTES FOR APPLICANTS

Please read these notes carefully, as well as the Job Description and Person Specification, before completing and submitting your application.

### APPLICATION INFORMATION

- Please complete all sections of the application form.
- CV's will not be accepted.
- Applications received after the closing date/time will not be considered.
- Please provide details of all your work experience and account for all time since you left school, college or university, explaining any gaps in your employment history and reasons for leaving employment.
- Ensure that one nominated referee is your current or most recent employer.
- It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equality and Diversity policy. We decide who to interview by assessing the information you have provided on your Application Form against the criteria stated in the Person Specification. It is therefore important for you to evidence and explain how you meet the knowledge, skills and experience outlined in the person specification. It is not enough to say that you have experience, you need to give examples and describe what you have learned from your experience that will help you in this role: similarly, please outline how you have been able to demonstrate the relevant knowledge and skills and what you have learned that is relevant to this role.
- Shortlisting for advertised posts is generally done during the week following the closing date. If you have not been invited for interview within 3 weeks of the closing date, please assume that you have been unsuccessful.
- In order to keep administrative costs as low as possible, individual applications are not acknowledged. However if you require acknowledgement you can either enclose a s.a.e. or request this via e-mail.
- If returning your application by post, please ensure that you use sufficient postage as failure to do so may result in your application being received after the closing date.
- Please return your application to:

Annmarie Mitchell  
HR/Admin Assistant  
Health in Mind  
40 Shandwick Place  
Edinburgh  
EH2 4RT

or email: [annmarie@health-in-mind.org.uk](mailto:annmarie@health-in-mind.org.uk)

## **DATA PROTECTION**

Your application will be treated confidentially at all times. Its contents will only be disclosed to the persons involved in the recruitment and selection process.

If you are appointed, this form will be used as part of your personal employee file and to gather workforce information. The information will be held in accordance with the Data Protection Act 1998.

Forms for unsuccessful candidates are retained for a period of six months after which they are confidentially shredded. We may keep information for statistical and monitoring purposes.

## **INTERVIEW INFORMATION**

### **Qualifications**

Candidates will be asked to bring along to interview original copies of all relevant educational and professional qualifications. A copy will be taken for our records and destroyed if the application is unsuccessful.

## **ELIGIBILITY TO WORK IN THE UK**

Health in Mind has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK. The successful candidate will be required to provide proof of their eligibility to work in the UK.

## **DISCLOSURE CHECKS**

### **PVG (Protecting Vulnerable Groups) Scheme**

All nominated candidates who will be employed to carry out regulated work must be a member of the PVG Scheme. If you are the successful candidate and are not a member, you will be required to join the PVG Scheme before a formal offer of employment is made. You will be required to pay the membership fee of £59.

### **Existing PVG Scheme Members**

If you are already a Scheme Member for the same type of regulated work, Health in Mind will ask for a Scheme Update. We will ask to see your Scheme Record as evidence that you are already a Scheme Member. Health in Mind will pay for the cost of a Scheme Update.

## **Standard / Basic Disclosure**

If the post does not meet the requirements for PVG membership, the successful candidate will be required to complete either a standard or basic disclosure (the type of disclosure required will be specified in the job advert). You will be required to pay the cost of £25.00 for this disclosure.

## **Self Declaration Form**

It is the policy of Health in Mind to ask all applicants to complete a self declaration form. Having a criminal conviction will not necessarily prevent you from working for the organisation, it will depend on the nature of the position you are applying for and the circumstances and background of the offence(s).

## **Overseas Criminal Record Checks**

Disclosure Scotland is not able to check the criminal history system of any other country outwith the UK.

If you have lived or worked overseas for 3 months or more in the last 10 years (while aged 16+) then a criminal records check from the relevant country must be provided. The successful candidate will be responsible for providing this (translated into English where necessary) prior to a formal offer of employment being made.