



**APPLICATION FOR APPOINTMENT**

**Please tick:**

**RESEARCH OFFICER (B2)**

**SENIOR RESEARCH OFFICER (B3)**

<p>Surname: (Block Letters)</p> <p>Forenames: (in full)</p> <p>Title: (Mr, Mrs, Miss Ms etc)</p> <p>Any other names by which you have been known:</p> <p>Nationality at birth:</p> <p>Present nationality:</p> <p>Have you ever possessed any other nationality or citizenship? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, give full details with dates:</p> <p>Are you subject to immigration control? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you need a work permit? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you free to remain and take up employment in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Permanent address (BLOCK LETTERS)</p> <p>Postcode:</p> <p>Telephone number:</p> <p>eMail address:</p> <p>Address for letters (if different from above)</p> <p>Postcode:</p> <p>If you are an existing Scottish Government employee please enter pay reference number:</p> <p>Telephone number or number where a message may be left:</p>
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**AVAILABILITY FOR ATTENDANCE AT ASSESSMENT CENTRE**

Dates when **NOT** available:  
**We cannot undertake to avoid these dates but will try to do so.**

**WORKING PATTERN**

Do you wish to work: Full-time  Part-time  Other   
If you wish to work part-time or another pattern, please state details:

**IN CONFIDENCE - WHEN COMPLETED**

<b>ADVERTISING AND PUBLICITY</b>	Please indicate the media that prompted you to apply for the position:		
Scottish Government website	<input type="checkbox"/>	Cabinet Office/CSVacs website	<input type="checkbox"/>
Other - please state:	<input type="checkbox"/>	Herald	<input type="checkbox"/>
Scotsman	<input type="checkbox"/>	Scotsman on Sunday	<input type="checkbox"/>
Guardian	<input type="checkbox"/>		<input type="checkbox"/>

**DISABILITY (You need not answer these questions unless you wish to do so)**

The SG participates in the "Positive about Disabled People" scheme. Under this scheme, all candidates who consider themselves to be disabled in terms of the Disability Discrimination Act 1995, and who meet the essential minimum criteria for the post, will be guaranteed an interview.

Do you claim a guaranteed interview under the "Positive about Disability" scheme? **Yes**  **No**

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**Note:** The Disability Discrimination Act 1995 defines a disability as a **physical or mental impairment** which has a **substantial and long term** (i.e. lasted or likely to last for 12 months or more) **adverse** effect on a person's ability to carry out **normal day-to-day activities**. Further guidance in relation to the meaning of disability is accessible on the Equality and Human Rights Commission website <http://www.equalityhumanrights.com>

If you have a disability and are invited to sit a test or attend an interview would you like any special arrangements made? If so, please give details below:

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

Subject	Type of Qualification eg GCSE, Standard Grade, Higher, Degree	Attainment level

**MEMBERSHIP OF PROFESSIONAL REGULATORY BODIES**

Name of Organisation	Registration Number/Level of Membership	Renewal Date

**EMPLOYMENT HISTORY**

**PRESENT EMPLOYMENT (if employed)**

Employer (Name, Address and nature of Business)	Jobs Held/Key Achievements	Reason for wanting to leave

**Pension Details**

Are you currently in employment with either the Civil Service pension or a pension "by-analogy" to the Civil Service arrangements?

Yes  No

If you have answered NO to above, have you ever been a member of the Civil Service Pension scheme?

Yes  No

**PREVIOUS EMPLOYMENT**

Please give the following details concerning any previous employment (*starting with the most recent*). Please account for periods where you were not in employment by including other experience, for example voluntary experience, extended travel, and caring experience. Please continue on a separate sheet if necessary. Please add your name to any additional sheets.

Employer (Name, Address and nature of Business)	Jobs Held/Key Achievements	Reason for wanting to leave

# Achievement Record

Listed in boxes in the following pages are some of the important skills required by a Research Officer/Senior Research Officer in the Scottish Government. For each, please describe one of your past achievements which best demonstrates your aptitude in the specific area.

- You can use achievements **from any sphere of your life**.
- You should describe a **different** achievement for each one.
- The use of an achievement twice **will not be accepted**.

Each description must consist of **no more than 120 words** and include:

1. the context of the achievement (the situation and your role);
2. what you actually did and when;
3. the outcome, and
4. your personal contribution, expressed as far as possible as an estimated proportion of the achievement.

It obviously takes some time and effort to present this information about yourself fully and clearly. We are asking you to do so in order that your accomplishments and abilities, which are relevant to the post, may be taken fully into account in your application. Please limit the number of words to a maximum of 120 per section. **Additional text will not be considered.**

**Your answers must be your own work.** Please name a person, or persons, we can approach if necessary to confirm each achievement.

**Please ensure that you complete all questions as we cannot consider your application without this section.**

**1. COMPETENCY: PROFESSIONAL EXPERTISE**

**Candidates must demonstrate the detailed knowledge and experience necessary for the job of a government social researcher, expressing the core technical capability, knowledge and awareness in terms of behaviours.**

Please give an example of a time when you were involved in the collection, analysis, or presentation of research. What was your role in the various stages of the work? Who was the customer for this, and what was your input? How would you improve your contribution if you did this work again?

**Confirmation available from (name, title, organisation):**

**2. COMPETENCY: CRITICAL ANALYSIS AND DECISION MAKING**

**We are looking for people who can synthesise and use data drawn from a variety of different methods appropriately, assess risk, and make sound evidence based decisions (and/or help others to do so).**

Please give an example of when you have had to work with other researchers or colleagues to make best use of research evidence in decision making. What did you do? What risk assessment did you carry out? If you did it again what would you do to improve on the approach you adopted?

**Confirmation available from (name, title, organisation):**

**3. COMPETENCY: DELIVERING RESULTS**

**We are looking for people who: carefully plan work activities, reviewing and prioritising as necessary, to achieve high standards and meet deadlines; and show resilience under pressure and do not let setbacks affect performance.**

Please give an example which illustrates how you have succeeded in meeting a challenging objective. If you encountered any obstacles or problems please also describe how you overcame them. If you experienced a similar challenge again, what would you do differently?

Confirmation available from (name, title, organisation):

**4. COMPETENCY: DEVELOPING CONSTRUCTIVE RELATIONSHIPS**

**Using interpersonal and other communication skills to build rapport with others; showing awareness of the effects of your own behaviour on others; and understanding others situations and concerns is a key feature of the way we work together in Scottish Government.**

Please give an example of a time when you had to develop constructive relationships with others in a team to achieve a specific objective. What did you do to build the team? To what extent did the team meet its goals in the end? If you had the chance to work in this team again, how would you change your behaviour?

Confirmation available from (name, title, organisation):

**STATEMENT IN SUPPORT OF APPLICATION.** Please use this space to provide evidence of how you meet the criteria of this post with reference to the particular skills, experience and competencies required as set out in the advert and further information. You may also use this space to provide any relevant information not covered elsewhere on this form. Please continue on a separate sheet if necessary. Please add your name to any additional sheets.

**YOU MUST SIGN AND DATE THIS FORM**

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or, if I have already been appointed, I may be dismissed. By signing this application I understand I am giving consent for the Scottish Government to obtain the information as outlined in the further information sheet.

SIGNATURE

DATE

**IMPORTANT** To allow us to process your application you are required to complete the Referee Information Form below and return it with your application form. We also ask that you complete the Diversity Monitoring Form.

We must interpret strictly and impartially the prescribed conditions regarding age, nationality and qualifications, but it is not possible to investigate the eligibility of every candidate before interview. You should therefore satisfy yourself that you are eligible before you apply. If you are successful at interview a complete enquiry into your eligibility will be made. If you are uncertain about any aspect of your eligibility please contact us.

**Note:** The Employment Equality (Age) Regulations 2006, effective from 1 October 2006, protects employees from discrimination and harassment on the grounds of age. Details about your age will be kept separately from your application form and will not be made available to those involved in the selection decision.

Please return the completed form to the address below by **14 May 2008**

Hazel Currington  
Scottish Government  
Central Resourcing Unit  
S1 Spur ED5590EXT  
Saughton House  
Broomhouse Drive  
Edinburgh  
EH11 3XD

**You can eMail your application to: [hazel.currington@scotland.gsi.gov.uk](mailto:hazel.currington@scotland.gsi.gov.uk)  
If your application is submitted by eMail we will require you to sign this form if successful.**

IN CONFIDENCE - WHEN COMPLETED

REFEREE INFORMATION FORM

Please provide the contact details of two referees, or more, ensuring a 3 year period is covered, where appropriate:

1. Current or most recent employer.

Name/Position	Contact address and telephone number	Dates employed

May we contact this referee now? Yes  No

2. Previous employer(s).

Name/Position	Contact address and telephone number	Dates employed

May we contact these referees now? Yes  No

3. If applicable, if you are still in or have recently left full-time education, please provide the following details.

Name/Position	Contact address and telephone number	Dates employed

May we contact this referee now? Yes  No

BY SIGNING YOUR APPLICATION, YOU ARE GIVING CONSENT FOR US TO OBTAIN THE INFORMATION AS OUTLINED IN THE FURTHER INFORMATION SHEET  
Please note information provided on this form will only be seen by HR

**IN CONFIDENCE - WHEN COMPLETED**  
**SCOTTISH GOVERNMENT – DIVERSITY MONITORING**

As an employer, it is the aim of the Scottish Government to become an exemplar in the field of diversity and to broadly reflect the communities we serve. We also want to ensure that our job opportunities are open to all. To help us achieve this, it is important that we obtain accurate and complete data from every job applicant and employee.

Although you do not have to provide this information, it would be extremely helpful if you do so, even if you only feel able to provide some of the information requested. All information gathered will be held in the strictest confidence, accessible only to the very small number of Human Resources and other staff who require it, and in line with the principles of data protection legislation. It will be used only for the purposes of monitoring and collated data will never be published where there are numbers less than five to ensure that individuals cannot be identified.

<b>Name:</b>	
<b>Pay Reference Number: (if available)</b>	
<b>Date of Birth:</b>	

**QUESTION 1 – NATIONAL IDENTITY**

**What do you consider your national identity to be?**

Please choose ONE answer from the list below.

- Scottish
- English
- Welsh
- Irish
- British
- Other
- Prefer not to say

If Other, how would you describe your national identity?

**QUESTION 2 – ETHNICITY**

**What is your ethnic group?**

Choose ONE section from A to E, then click on the appropriate box to indicate your ethnic group.

**A White**

British

Any Other White background, please write in

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**B Mixed**

Any Mixed background, please write in

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**C Asian, Asian Scottish or Asian British**

Indian

Pakistani

Bangladeshi

Chinese

Any Other Asian background, please write in

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**D Black, Black Scottish or Black British**

Caribbean

African

Any Other Black background, please write in

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**E Other ethnic group**

Any Other background, please write in

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**F Prefer not to say**

**IN CONFIDENCE - WHEN COMPLETED  
SCOTTISH GOVERNMENT – DIVERSITY MONITORING**

**QUESTION 3 –DISABILITY**

**4. Do you have any health condition or disability?**

	Yes	No	Prefer not to say
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. Has it lasted or is it expected to last 12 months?**

	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	

**6. Does this have an adverse effect on your day-to-day activities?**

	Yes	No	
	<input type="checkbox"/>	<input type="checkbox"/>	

**7. Which of the following categories best describes the nature of the health condition/disability?**

- Hearing Impairment
- Visual Impairment
- Speech Impairment
- Mobility
- Physical Co-ordination
- Physical Capacity
- Severe Disfigurement
- Learning Difficulties
- Mental Illness
- Other

Please specify if you wish	
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Prefer not to say

**IN CONFIDENCE - WHEN COMPLETED**  
**SCOTTISH GOVERNMENT – DIVERSITY MONITORING**

**Religion or Belief**

- None
- Church of Scotland
- Roman Catholic
- Other Christian

Please specify if you wish	
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- Buddhist
- Hindu
- Muslim
- Jewish
- Sikh
- Pagan
- Another faith, belief or religion
- Prefer not to say

**Sexual orientation**

- Bi-sexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- Other
- Prefer not to say