



## **Application for Employment**

### **Notes for Guidance**

#### **1 Information Pack**

All information packs contain an application form, job description and person specification.

#### **2 Equal Opportunities Policy**

Third Sector Hebrides Group is committed to offering equality of opportunity in employment regardless of race, gender, marital status or disability. To monitor effectiveness of the Equal Opportunities Policy, the numbers of applications by race, gender and disability need to be monitored. You are therefore required to provide this information on the Equal Opportunities Monitoring Form.

#### **3 Equal Opportunities Monitoring Form**

It is essential that the form is completed. It will be parted from the application form and is not used in any way for selection purposes.

#### **4 Criminal Convictions**

##### **a) Convictions Not Spent**

You must list any convictions that are still current under the Rehabilitation of Offenders Act (1974). These will not be taken into consideration unless they are relevant to the duties of the post. Please tick 'Yes' and list any convictions you have. If you have no current convictions or cautions, tick 'No'.

##### **b) Spent Convictions**

Some posts are exempt under the Rehabilitation of Offenders Act and thus all convictions must be listed, even if they are spent. If the post for which you are applying is exempt, full information regarding this will be included in the information pack.