



Scottish **Arts** Council

How to complete your application form

These notes are designed to help you complete your application form and to make the most of your application. It is your first opportunity to tell us about how your knowledge, skills, experience and abilities fit our requirements.

Personal details

In this section, we only need your surname followed by your initial(s). This means that we will deal with your application without knowing your gender. At interview stage, your first name will be taken from the equal opportunities form and listed on the information provided to the interviewing panel to enable them to greet you by name. Although you are not under any obligation to complete the equal opportunities form, we would be grateful if you could fill in your name on this.

Education and Training

Do list all education and training that you have received. Providing us with as many details as you can will help us to assess your achievements in relation to the post for which you are applying.

Present or Most Recent Employment

This section will help us build an accurate picture of the type of work and responsibilities that you currently or recently have been involved in.

Previous Employment

This section tells us about your work history and your relevant experience. Please give as much information as possible.

Experience

This section provides you with the chance to tell us more about your knowledge, skills, abilities and experience. Read the job description and with particular reference to the person specification provide information and examples of ways in which you meet the criteria listed.

References

Please put the name of two referees including their job titles. One referee should be from your current or most recent employer.

The Data Protection Act 1998

In accordance with the Data Protection Act 1998, we require consent from applicants in order to hold and use their personal information for recruitment and selection purposes. Please sign with initial(s) and surname if you consent to this.

Signing the application form

Please sign the application form with your initial(s) and surname. If you return the completed application form by email or apply on-line, we will obtain a signature from you at interview should you be successful to this stage.

Equal opportunities monitoring forms

The Scottish Arts Council is committed to a policy of equality of opportunity in its employment practices and any information supplied on the equal opportunities form is used to check that our policy is being consistently applied.

Supplementary information for disabled applicants

If you are a disabled applicant, completing this form enables us to make reasonable adjustments for you if necessary.