



APPLICATION FOR APPOINTMENT

Student Sandwich and Summer Placement 2011

Summer Placement Civil Engineers	3 posts
Sandwich Placement Civil Engineer	1 post

Surname (*BLOCK LETTERS*)

Forenames (*in full*)

Title (*Mr, Mrs, Miss, Ms etc*)

Any other names by which you have been known

Nationality at birth

Present nationality

Have you ever possessed any other nationality or citizenship?

If YES, give full details with dates

Are you subject to immigration control?

Do you need a work permit?

Home address (*BLOCK LETTERS*)

Postcode

Daytime Telephone number (that you are happy to be contacted on)

Evening Telephone number

Mobile Telephone Number

E-mail address

Address for letters (*if different from above*)

Postcode

If you are an existing Scottish Government

IN CONFIDENCE - WHEN COMPLETED

Are you free to remain and take up employment in the UK?

employee please enter pay reference number

Are you employed in an Other Government Department (OGD) or NDPB?

If yes were you recruited through Open and Fair recruitment?

If Yes please provide your current employers HR Contact (name, telephone, email, address)

AVAILABILITY FOR ATTENDANCE AT INTERVIEW

Please note the interviews will be held during the week beginning **Monday 2 May 2011**

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**

If you wish to work part time or another pattern, please state details:

ADVERTISING AND PUBLICITY

In which website or publication did you learn of this position?

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 Equality Act 2010, and who meet the essential minimum criteria for the post, will be guaranteed an interview. Where driving is stated as a requirement for the post, we are willing to consider any proposals put forward by disabled applicants, whose disability prevents them from driving, that would allow them to do the job by another means. Please give details on a separate sheet.

To access our disability fact sheet, please visit

<http://www.scotland.gov.uk/About/Recruitment/DisabilityFactsheet>

Do you claim a guaranteed interview under the "Positive about Disability" scheme?

Note: The Equality Act 2010 states that a person has a disability if they have a physical or mental impairment and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

A 'substantial disadvantage' is a disadvantage which is more than minor or trivial. 'Long-term' means that the effect of the impairment has lasted or is likely to last for at least twelve months (there are special rules covering recurring conditions).

.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, TECHNICAL AND PROFESSIONAL QUALIFICATIONS

Please list any qualifications you hold and/or training you've attended that's relevant to the role you are applying for. If you enter a course/qualification you will need to tell us where you did this.

Subject studied The type of qualification Grade/Mark (if awarded)
(e.g. Business administration) (e.g. GCSE, Standard Grade, Higher, Degree)

MEMBERSHIP OF PROFESSIONAL BODIES

Name of the professional body Level of membership Renewal date

EMPLOYMENT HISTORY

Please give details of your current and previous employment. Start with your current or most recent employer. If you have held more than one position with the same employer, please detail each position separately. Please provide the following information: Please start with most recent previous work experience/voluntary work. You can use the button at the end of this section to add more employment history.

Name of organisation	
Address	
Postcode	
Job title	
Please provide a brief description of your duties	
Reason for leaving?	

Name of organisation
Address
Postcode
Job title
Please provide a brief description of your duties
Reason for leaving?



Pension Details

Are you currently in employment with either the Civil Service pension or a pension “by-analogy” to the Civil Service arrangements?
If you have answered NO to above, have you ever been a member of the Civil Service Pension scheme?

ACHIEVEMENT RECORD

Please **print** your name here

Listed in the boxes below are 5 questions designed to demonstrate your ability to carry out the duties of the post effectively. For each of the questions, 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 – in the workplace, at school or during your own free time. You should describe a **different** achievement for each one. **The use of an achievement twice will not be considered.**

Each description should include:

1. the context of the achievement;
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. But we are asking you to do so in order that your accomplishments and abilities, which are relevant to the jobs, may be taken fully into account in your application

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

PLEASE REMEMBER THAT YOU MUST COMPLETE ALL SECTIONS

IT Skills

Describe a situation where you have had to use your IT skills, in particular use of Microsoft Word and Excel.

Self Management

Describe an occasion when you have had to organising an event or task by yourself.

Team working

Outline a situation where you have worked as part of a team, sharing information in order to achieve a goal/objective.

Information Management and Communication

Describe a situation when you have had to communicate information to another individual(s).

Customer Service

Outline an occasion when you provided helpful and friendly advice or support to another individual(s).

When you have answered all the questions, please ensure that your name is on this form and remember to return it with your application form. We cannot consider your application without it.

REFERENCES

- A. Please give details of two employment references - one of which must be your present employer or if not currently employed your most recent employer.
 - B. If you have only had one employer then your second reference should be a character reference.
 - C. If you have never been employed or if you are still in or have recently left full-time education please provide the names and address of the last school/college/university you attended with the name and contact details of someone who is familiar with your work, conduct etc. Your second reference should be a character reference.
- We will request references only if you are the successful candidate.

Reference 1	
Type of Reference	
Name of referee	
Address:	
Postcode	
Telephone number	
Email	
Occupation	

IN CONFIDENCE - WHEN COMPLETED

Dates Employed (Start)	
Dates Employed (End)	

Reference 2	
Type of Reference	
Name of referee	
Address:	
Postcode	
Telephone number	
Email	
Occupation	
Dates Employed (Start)	
Dates Employed (End)	

DATA PROTECTION

BY SIGNING YOUR APPLICATION, IF YOU ARE SUCCESSFUL AND AGREE TO TAKE UP POST, YOU ARE GIVING CONSENT FOR THE SCOTTISH GOVERNMENT TO CARRY OUT PRE-EMPLOYMENT CHECKS AND OBTAIN THE INFORMATION AS OUTLINED IN THE FURTHER INFORMATION SHEET

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

The Scottish Government is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.audit-commission.gov.uk/nfi to see the Fair Processing full text or contact our HR Helpdesk on 0131 244 8500.

Please select if you have read and understood the above declaration and agree to these terms.

IMPORTANT To allow us to process your application you are required to complete the Referee Information Form 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

IN CONFIDENCE - WHEN COMPLETED

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.

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 a restricted 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.

Date Of Birth	
What do you consider your national identity to be?	
If other, how would you describe your national identity?	
Please select one category only, indicating the category that best describes your ethnic origin.	
Please select the religion that best applies to you?	
What is your sexual orientation	

DISABILITY

Do you have a health condition or disability?	
Has it lasted or is it expected to last 12 months?	
Does this have an adverse effect on your day-to-day activities?	
The following categories best describes the nature of the health condition/disability	

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

Please return the completed form to the address below by **Friday 8 April 2011**.

Jackie James
HR Transport Scotland
Buchanan House
58 Port Dundas Road
Glasgow
G4 0HF

You can email your application to [hr mailbox](#)

If your application is submitted by email we will require you to sign this form if successful.

Name: _____