



## Applying for a Post at GTC Scotland Guidance for Candidates

### 1 Recruitment and Selection Policy Statement

At GTC Scotland we believe that our employees are fundamental to our success. It is therefore essential to be able to attract and retain high calibre employees, with diverse backgrounds, skills and abilities, who will enhance the quality of services we provide and contribute towards the achievement of our strategic objectives.

We aim to ensure that our recruitment and selection processes are consistent, impartial, reasonable, confidential, taken forward in accordance with agreed timescales and applied without discrimination, in line with current employment legislation and GTC Scotland's values of fairness, integrity, trust and respect, professionalism and sustainability. We will seek to ensure that the candidate experience is positive, irrespective of the outcome. GTC Scotland aims to promote equality and diversity in all its activities, so decisions will be based solely on applicants' merits.

We are committed to providing opportunities for development and career progression to current employees, and recognise the need to balance this with the benefits of recruiting from the widest possible pool of talent.

Training will be provided to all employees involved in the recruitment and selection process.

### 2 Equality and Diversity

- GTC Scotland aims to have a fully inclusive workplace. Our selection process will be based solely on evidence provided by candidates of how they meet the requirements of the post, as set out in the job description.
- To minimise any potential bias or discrimination, section B (Personal Details; Convictions or Proceedings; Arrangements for Interview; and Declaration) and section C (Equality Monitoring Form) will be removed from your application on receipt and stored separately. They will not be seen by the panel assessing your application. The information provided in section C will be used solely for statistical purposes, i.e. to monitor the diversity of applicants at the various stages of the recruitment and selection process.
- We will do our best to adjust the application and selection process to meet the individual needs of candidates, including those with disabilities. If you would like to discuss adjustments to the standard process please contact [hr@gtcs.org.uk](mailto:hr@gtcs.org.uk).
- To view our Equality and Diversity Policy please visit the GTC Scotland website: [www.gtcs.org.uk/equality-diversity](http://www.gtcs.org.uk/equality-diversity).

### 3 Application Process

- Applications for employment may only be made using the application form available on the GTC Scotland website: [www.gtcs.org.uk/vacancies](http://www.gtcs.org.uk/vacancies). CVs will not be accepted. This enables us to consider all applications on an equal basis.
- You must complete sections A, B and C of the form and send them by the closing date to:  
[recruitment@gtcs.org.uk](mailto:recruitment@gtcs.org.uk)
- If sending in PDF format, please send as three separate PDFs (sections A, B and C).
- If you have any queries regarding your application, or require the form in a different format, please

contact [hr@gtcs.org.uk](mailto:hr@gtcs.org.uk) or telephone 0131 314 6000.

## 4 Guidance for Completing the Application Form

### 4.1 Section A

- Please explain any gaps in your employment history when completing section A2 (Employment). Include any voluntary work you have undertaken.
- When completing section A3 (Essential and Desirable Criteria) you should give specific examples of how you have demonstrated the required qualifications, experience, knowledge, skills and attributes for the post. The examples should describe things you actually did and how you did them, explaining your personal involvement in each situation described. Take time to think about the examples you use: poor examples may limit the extent to which you can successfully demonstrate your suitability for the role. Please note that answers do not need to be limited to one page.
- In section A6 (References) you should give details of two referees able to provide further information to support your application. Where possible, one of the referees should be your current or last employer. References relating to employment (paid or unpaid) are preferred; personal references will only be accepted in circumstances where employment references are unavailable.

References are normally taken up after an offer of appointment has been made, however, on occasion, and only with your permission, referees may be contacted at an earlier stage in the process. Please indicate on the form if you are happy for us to do this.

### 4.2 Section B

- You need only disclose convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974 when completing section B2 (Criminal Convictions / Criminal Proceedings Pending). For guidance on whether your conviction is 'spent' visit: [www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/](http://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/).
- You must tell us in section B3 (Regulatory Body Proceedings) if you have been subject to a reprimand, restriction, suspension, prohibition or similar as a result of fitness to practise (or similar) proceedings taken by another regulatory or professional body, or if there are proceedings pending.
- If you have a disability and would like to request a special arrangement to assist you during the interview process please note this in section B4a. (See also section 2 above.)
- We will, as far as possible, take into account your availability as set out in section B4b when setting interview times, but we are unable to guarantee that we will be able to accommodate your needs.
- You must sign, or add your name to, the declaration in section B5 confirming that the information you have provided is true, complete and accurate, and that you have disclosed all information relevant to your application. Failure to complete this section may lead to your application not being processed. GTC Scotland reserves the right to withdraw an offer of employment or to terminate employment where information provided during the application and selection process is found to be false or misleading.

### 4.2 Section C

- In order to make our equality monitoring data meaningful, we encourage all applicants to complete the Equality Monitoring Form. The categories set out on the form reflect the nine protected characteristics under the Equality Act. If, for any reason, you do not wish to provide an answer to a particular question please use the 'prefer not to say' box.
- For further guidance on the definition of a disability under the Equality Act 2010 visit [www.gov.uk/definition-of-disability-under-equality-act-2010](http://www.gov.uk/definition-of-disability-under-equality-act-2010).

## 5 How We Will Handle Your Application

- We will process your application as quickly as possible. If there are any delays we will keep you informed at key stages.
- All candidates will be notified of the outcome of their application, usually by email.

## **6 Data Protection**

- We believe it is very important to respect your privacy – we will keep the personal information that you provide to us secure. The information that you provide will only be used as part of the application process and for equality monitoring purposes.
- If your application is unsuccessful, your personal information will be kept for a period no longer than 12 months.

## **7 Pre-Appointment Checks**

### **7.1 Qualifications**

- Candidates may be asked to provide proof of relevant qualifications held in original form.

### **7.2 Right to Work in the UK**

- In order to comply with section 15 of the Immigration, Asylum and Nationality Act 2006, employers must ensure before a person takes up employment that the person is entitled to work in the UK.

Candidates will be asked to bring along to the interview evidence of their eligibility to work in the UK. The evidence that may be provided by candidates is set out in the Home Office 'Right to Work Checklist': [www.gov.uk/government/publications/right-to-work-checklist](http://www.gov.uk/government/publications/right-to-work-checklist).

### **7.3 Disability and Health Questionnaire**

- The successful candidate will be required to complete a disability and health questionnaire before appointment can be confirmed. We may require you to attend an occupational health appointment, depending on the duties of the post and/or the information contained in the questionnaire.