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**APPLICATION FORM *–*  Click here to enter your name**

**Air Quality Legislation and Enforcement Policy Lead**

***Please read this application carefully before completion. Further details on these roles can be found in our Further Information for Candidates document at*** [***www.transport.gov.scot/careers***](http://www.transport.gov.scot/careers)

***Please return your completed form using this link -*** to hrtransportscotland@transport.gov.scot

or to Julie Wallace, 7th Floor, Buchanan House, 58 Port Dundas Road, Glasgow G4 0HF. All electronic applications will receive confirmation.

Decisions regarding which candidates are selected for interview are based on the information you provide in your application form. We are unable to guess and make assumptions on the skills and experience you may have. Remember that information based on unpaid work at home or in the community can provide excellent evidence also.

Before completing your application form, please read the Further Information for Candidates Document. Additionally, think carefully before you complete your form. Once completed please check for mistakes and revise your form before submitting it. We are looking for relevant examples of how you match the essential and desirable criteria identified for the role you are applying for. We are not interested in statements of fact e.g. “I am a strong communicator”, we require an example of a time when you demonstrated strong communication skills and what that involved.

**AVAILABILITY FOR ATTENDANCE AT ASSESSMENT CENTRE**

We envisage holding assessment centres on the following dates:- w/c 28 May 2018. These dates are fixed however if there is a specific day that you cannot attend within this timeframe please tell us here

 Click here to enter text.

We cannot promise to change your assessment date but will try to do so.

|  |  |
| --- | --- |
| **Surname** | Click here to enter text. |
| **Forenames (in full)** | Click here to enter text. |
| **Title (Mr, Mrs, Miss, Ms etc)** | Click here to enter text. |
| **Any other names by which you have been known** | Click here to enter text. |
| **National Insurance No** | Click here to enter text. |
| **Present nationality** | Click here to enter text. |
| **Have you ever possessed another nationality or citizenship?** | Click here to enter text. |
| **If Yes please give full details with dates** | Click here to enter text. |
| **Are you subject to immigration control?** | Click here to enter text. |
| **Do you need a work permit?** | Click here to enter text. |
| **Are you free to remain and take employment in the UK?** | Click here to enter text. |
| **Home Address and Post Code** | Click here to enter text. |
| **Contact address if different from above?** | Click here to enter text. |
| **Telephone number that you are happy to be contacted on** | Click here to enter text. |
| **Email address** | Click here to enter text. |
| **If you are an existing Scottish Government employee please enter your employee number** | Click here to enter text. |
| **Are you employed in another Government Department or Non Departmental Public Body?** | Click here to enter text. |
| **If yes were you recruited through Fair and Open Recruitment?** | Click here to enter text. |
| **If Yes please provide your current employers HR Contact (name, telephone and email address)** | Click here to enter text. |

**Guaranteed Interview?**

Do you claim a guaranteed interview under the “Positive about Disability” scheme*? (*See below for further details on the Scheme*)* Yes [ ]  No [ ]

**Working Pattern**

Do you wish to work Full Time [ ]  Part Time [ ]

If you wish to work part-time or another non-standard full-time work pattern, please provide details

Click here to enter text.

**Advertising and Publicity**

Please indicate the media that prompted you to apply for the post(s) Click here to enter text.

**Political Activity**

Have you in the past, or are you currently engaged in any type of political activity? Click here to enter text.

**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>

**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](http://www.equalityhumanrights.com/)

**If you have a disability and are invited to sit a test or attend an interview would you like any particular arrangements made? If so please give details:** Click here to enter text.

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.

|  |  |  |
| --- | --- | --- |
| Subject studied (e.g. Business Administration) | The type of qualification (e.g. GCSE, Standard Grade, Higher, Degree) | Grade/Mark (if awarded) |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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MEMBERSHIP OF PROFESSIONAL BODIES

|  |  |  |
| --- | --- | --- |
| Name of the Professional Body | Level of Membership | Renewal Date |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

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. If you have not been employed then please tell us about relevant work experience and/or voluntary work.

|  |  |  |
| --- | --- | --- |
| Name, email, address of Organisation and post code | Job Title | Brief description of duties and reason for leaving |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **CURRENT SALARY** | Click here to enter text. |  |

ACHIEVEMENT RECORD

STATEMENT IN SUPPORT OF YOUR APPLICATION - In relation to the post you are applying for please provide practical examples of how you meet the essential criteria. You should concentrate on your role even if the task was completed as part of a team. Our[Skills for Success Framework](http://www.transportscotland.gov.uk/careers/how-we-recruit) will be a useful document for you to use in preparing your statements below. You may also care to visit our [website](http://www.transport.gov.scot/careers) for information on how we recruit and guidance on completing your application form.

NB: You have a maximum word count of 300 word for each essential criteria.

**ESSENTIAL CRITERIA**

**Strong analytical skills with an ability to interpret and analyse diverse sources of often complex information at pace.**

Click here to enter text.

**Experience of producing, or contributing to the production of, timely and concise, high quality written policy documents and/or guidance.**

Click here to enter text.

**Strong organisational and planning skills with the ability to prioritise your own workload and competing demands, priorities and tasks in a fast paced policy area to ensure deadlines are met.**

Click here to enter text.

**Experience of communicating and engaging with wide diverse stakeholder audience**

Click here to enter text.

**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.

To allow us to process your application we ask that you complete the Diversity Monitoring Form and return with your application 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.

 **Please return the completed form to** hrtransportscotland@transport.gov.scot or post to **Julie Wallace, 7th Floor, Buchanan House, 58 Port Dundas Road, Glasgow G4 0HF by midnight Sunday 13 May 2018. All electronic applications will receive confirmation.**

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 confident, 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 Click here to enter text.

National Identity (please tick the box that applies)

|  |
| --- |
| Scottish [ ]  |
| English [ ]  |
| Welsh [ ]  |
| Irish [ ]  |
| British [ ]  |
| Other [ ]  |
| Prefer not to say [ ]  |
| If other, how would you describe your national identify? Click here to enter text. |

Please select one category only, indicating the category that best describes your ethnic origin

|  |
| --- |
| White British |[ ]
| Any Other White background |[ ]
| Any Mixed background |[ ]
| Indian |[ ]
| Pakistani |[ ]
| Bangladeshi |[ ]
| Chinese |[ ]
| Any other Asian background |[ ]
| Caribbean |[ ]
| African |[ ]
| Any other Black background |[ ]
| Any other background |[ ]
| Prefer not to say |[ ]

Please select the religion that best applies to you?

|  |
| --- |
| None |[ ]
| Church of Scotland |[ ]
| Roman Catholic |[ ]
| Other Christian |[ ]
| Buddhist |[ ]
| Hindu |[ ]
| Muslim |[ ]
| Jewish |[ ]
| Sikh |[ ]
| Pagan |[ ]
| Another Faith, Belief or Religion |[ ]
| Prefer not to say |[ ]

What is your sexual orientation?

|  |
| --- |
| Bi-sexual |[ ]
| Gay man |[ ]
| Gay woman/lesbian |[ ]
| Heterosexual/straight |[ ]
| Prefer not to say |[ ]
| If other, please state | Click here to enter text. |

DISABILITY

|  |  |  |
| --- | --- | --- |
| Do you have a health condition or disability? | Yes [ ]  | No [ ]  |
| Has it lasted or is it expected to last 12 months? | Yes [ ]  | No [ ]  |
| Does this have an adverse effect on your day-to-day activities | Yes [ ]  | No [ ]  |

Of the following categories, what best describes the nature of your health condition/disability

|  |
| --- |
| Hearing Impairment |[ ]
| Visual Impairment |[ ]
| Speech Impairment |[ ]
| Mobility |[ ]
| Physical Co-ordination |[ ]
| Physical Capacity |[ ]
| Severe Disfigurement |[ ]
| Learning Difficulties |[ ]
| Mental Illness |[ ]
| Other |[ ]
| Prefer not to say |[ ]