

# Assistant Digital Smart Systems Manager

## Application form



Please note that Microsoft Edge does not support Adobe forms. If you are having trouble completing this form, please try opening it in a different browser.

Read this application carefully before completion. Further details on this role can be found in the job description and further information.

Please return the completed form by email to

HRtransportscotland@transport.gov.scot or by post to Transport Scotland HR, 7th Floor, 58 Port Dundas Road, Glasgow G4 0HF by midnight on Tuesday 26 November. All electronic applications will receive confirmation.

### **Personal details**

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 Document for candidates. 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 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 Assessment Centre**

We envisage holding assessment centres weeks commencing 6 and 13 January 2020. We cannot promise to change your assessment date, but if there is a specific day that you cannot attend please tell us and we will try to accommodate where possible.

### **Disability - guaranteed interview**

To ensure we make the appropriate reasonable adjustments for your attendance, please indicate where you claim a guaranteed interview under the "Positive about Disability" scheme? (See further information for more details about the scheme.)

YES

NO

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### Personal details



Title

Forenames (in full)

Surname

Other/previous names

Contact number

Email address

National Insurance No.

Nationality

Have you ever possessed another nationality or citizenship  
*If yes please give full details with dates*

Yes

No

Are you subject to immigration control?

Yes

No

Do you need a work permit?

Yes

No

Are you free to remain and take employment in the UK

Yes

No

Home Address

Post code

Contact address if different from above

Post code

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If you are an existing Scottish Government employee please enter your employee number

Are you employed in another Government Department or Non Departmental Public Body?

Yes

No

If yes were you recruited through Fair and Open Recruitment?

Yes

No

If yes please provide your current employers HR contact (name, telephone and email address)

### Working pattern (for full-time posts)

Desired working pattern

Full time

Part time

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

Where did you hear about this position?

Have you in the past, or are you currently engaged in any type of political activity?

If you have a disability and are invited to sit a test or attend an interview would you like any particular arrangements made? Please give details.

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## Skills & Experience



**Please provide a CV outlining your relevant skills and experience for the role.**

You should tailor your CV to reflect how your experience relates to the role and the essential skills/criteria as described in the Further Information Document.

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## Personal Statement



**Please provide a personal statement (of no more than 750 words).**

Your personal statement should be tailored to reflect the role and the essential skills/criteria as described in the Further Information Document.

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## Data protection

By ticking the box below, if you are successful and agree to take up post, you are giving consent for the Scottish Government to carry out preemployment 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 ticking the box below 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.

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.

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All electronic applications will receive confirmation.

I consent to the Scottish Government carrying out pre-employment checks and obtaining the information outlined in the further information sheet.