

Graduate Transport Planner

Application form

Information



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 17th December.

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 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.

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 Yes No
If yes please give full details with dates

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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Personal details



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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Educational, technical and professional qualifications



Please list the qualifications you hold and/or training you've attended that are relevant to the role you are applying for.

You should provide evidence that your degree(s) are accredited for CEng or CTPP and which is your preferred route to professional development. You should briefly state what your degree course covered, in particular, you should provide, in more detail, a specific area of your course where you feel you have developed a special aptitude.

Membership of professional bodies

Please list the name, level of membership and any applicable renewal dates

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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.

Please list the names of your employers, dates of employment, job titles and brief descriptions of duties.

Please state your current salary

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Essential criteria



In relation to the post you are applying for please provide practical examples of how you meet the essential and desirable criteria required for our roles. You should concentrate on your role even if the task was completed as part of a team. You may care to visit our website for information on how we recruit and guidance on completing your application form.

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

1. Candidates must have previous experience working on a transport planning project.

This could include in the workplace or at university. Please briefly outline your role and your level of responsibility on a task or project you were working on. You should provide an example of what you learned and how this specifically helped you to develop.

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Essential criteria



2. Candidates must demonstrate both excellent oral and written communication skills.

The successful candidate must be able to demonstrate how they evaluate evidence to produce written work in a well-structured format which clearly sets out aims, objectives and recommendations. Please think about a recent example of how you specifically demonstrated excellent oral and written skills.

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Essential criteria



3. Candidates must demonstrate good people management and team working skills.

Think about a recent example of when you had to manage a team to produce a piece of work or complete a task. Please provide a specific example of the role you played in managing and leading a team, and what actions you specifically took to ensure a successful outcome.

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Essential criteria



4. Candidates should demonstrate leadership qualities such as leading by example, be willing to take on responsibility, make decisions and generate respect from and for colleagues.

Give an example of when you have led a task or project which required you to take decisions and share these with others. Please provide specific examples of what decisions you took, and how this demonstrates your leadership qualities.

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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.