PART A

# Job application form

The Scottish Land Commission is committed to equality of opportunity and, to help to ensure that it puts its policies into practice, candidates are asked to complete and return this monitoring form (Parts A & B). Information from this form will not be used in the selection of the initial shortlist. Completion of the form is voluntary and failure to complete it will not be used to your detriment – we will however require the name and address sections to be completed.

We appreciate it when candidates take the time and trouble to complete this form. The information it contains helps us to monitor and improve our recruitment procedures by highlighting whether we are failing to attract or recruit particular sections of the community. This includes monitoring ethnicity, gender, age, family responsibilities, disability and religion.

Parts A and B of the application form are detached from the main application form before decisions about short-listing are made, thus ensuring that all such decisions are based on the information you provide in Part C alone.

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **Reference No.:** | *To be completed by the Scottish Land Commission* |
| **First Name:** |  |
| **Last Name:** |  |
| **Postal Address:** |  |
| **Postcode:** |  |
| **Email address:** |  |
| **Phone number:** |  |
| **Where did you hear about/ see this post advertised? (if newspaper/ website please specify which)** |  |
| **Driving license:**Do you possess a current valid driving licence? | Yes [ ] No [ ]  |
| **Do you require a permit to work in the UK:** | Yes [ ] No [ ]  |
| **National Insurance Number:** |  |
| **The Equality Act 2010 defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.****Are your day to day activities limited by a health problem or disability which has lasted, or is expected to last at least 12 months? (Please check)** |
| Yes [ ] No [ ] Choose not to disclose [ ]  |
| **If yes, please indicate any special requirements for the interview:** |  |

## Confirmation of previous employment:

If you secure a conditional offer for a post, the Scottish Land Commission will require confirmation of previous employment including dates of employment and job title from the employer.

**I confirm that to the best of my knowledge, the information provided in Part C of this document is correct and gives a fair representation of my qualifications and employment history. I understand that the information contained in Parts A & B may be stored as part of the company’s monitoring of equal opportunities and the effectiveness of our recruitment procedures, and I give my consent for my details to be used for this purpose. SLC adhere to all data protection legislation. I confirm that I have read and understood the Scottish Land Commission’s Privacy Statement for Job Applicants.**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Date:** |  |

PART B

# Equality and diversity employment monitoring form - optional

The information you provide on this form will be used solely for the purposes of monitoring and for reporting to the Scottish Government, as part of our obligations under the Equality Act 2010. This information will be processed in accordance with the General Data Protection Regulation and Data Protection Act 2018. All information that we retain and share will be anonymised so will not identify you personally.

**Please select the relevant option in each section, or complete details as appropriate.**

### Do you consider yourself to have a disability?

Click to select an option

### What is your marital status?

Click to select an option

### What is your age?

Click to select an option

### How would you describe your gender identity?

Click to select an option

### Have you ever identified as transgender?

Click to select an option

### Which of the following options best describes how you think of yourself?

Click to select an option

|  |
| --- |
|  |

### What is your religion or belief?

Click to select an option

|  |
| --- |
|  |

### What is your ethnic group?

Choose ONE section A – G, then select ONE option which best describes your ethnic group or background.

### White

Click to select an option

|  |
| --- |
|  |

### Mixed or multiple ethnic group

Click to select an option

|  |
| --- |
|  |

### Asian, Asian Scottish or Asian British

Click to select an option

|  |
| --- |
|  |

### African

Click to select an option

|  |
| --- |
|  |

### Caribbean or Black

Click to select an option

|  |
| --- |
|  |

### Other ethnic group

Click to select an option

|  |
| --- |
|  |

### Choose not to disclose

Click to select an option

PART C

An Lochran

10 Inverness Campus

Inverness

IV2 5NA

Please complete this form in black type/ink. Please return to: Caron Munro at the above address or email to HR@landcommission.gov.scot.

|  |  |
| --- | --- |
| **Post applied for:** |  |
| **Reference No.:** | *To be completed by the Scottish Land Commission* |

|  |  |  |
| --- | --- | --- |
| **Education**Name of School / College / UniversityPlease start with most recent qualification | **Date qualification achieved**(from – to) | **Subject & level achieved**(degree, honours, etc.) |
|  |  |  |
|  |  |  |
|  |  |  |
| **Details of any further training or professional qualification**(Please include all courses relevant to this position and give dates of attendance) |
|  |
| **Current (or last) employment:**Employer’s name and nature of business | **Position held** | **Please give a concise outline of your duties** |
|  |  |  |
| **Current salary** | **Dates of employment (from – to)** |
|  |  |
| **Reason for leaving/ wishing to leave** |
|  |
| **What was your principal achievement in this position** |
|  |

|  |  |  |
| --- | --- | --- |
| **Previous employment**Employer’s name and nature of business | Brief description of positions held and details of duties | Reason for leaving |
|  |  |  |
| Dates employed |  |
|  |  |  |
| Dates employed |  |
|  |  |  |
| Dates employed |  |

*(continue on separate sheet if necessary)*

|  |
| --- |
| **Why are you suitable for this position? What attracts you to this role?**(Please include details of all skills, knowledge and experience you possess which are relevant to the job description and person specification for this post) |
| **Continue on the next page if necessary** |
| **Please provide examples, you can use both personal and professional experience, where you have demonstrated the Commission’s values of Integrity, Challenge, Innovation and Empowerment:** |
| **Continue on the next page if necessary** |