



## Guidance Notes for Job Applicants

### 1. The Application Form

Please complete the Application Form in full (you can either complete the form online at the Society's website or you can request and return an application by post). It is the first stage of the recruitment and selection process. **Application Forms that are not fully completed will not be considered by the Appointment Panel.**

Information provided in Part **B** of the Application Form will not be seen by the Appointment Panel during the short-listing of candidates for interview. It will be kept separately from Part **A**. The reference number on the face of each Application Form ensures the relationship between Parts **A** and **B**. The data collected on equal opportunity monitoring (Part **C** of the Application Form) will not be available to those involved in the short-listing or interview process. Data collected in Part **C** will be held on an individual database in accordance with the Society's Data Protection Policy. The database will only be accessible to those staff working on equality projects.

Applications received after the closing date will not be accepted unless there are exceptional circumstances.

All applications will be treated as confidential and circulated only to those involved in the recruitment and selection process.

### 2. Short-listing

The criteria in the Employee Specification, relating to Qualifications / Training / Work Experience and Skills / Knowledge, are used to short list applications for interview. When completing the Application Form you must indicate how you meet these criteria. The Appointment Panel will decide on the basis of evidence in the Application Form which applicants best meet the criteria.

### 3. Selection of Candidates

An Appointment Panel will have a minimum of two persons and normally a maximum



of four depending on the seniority of the post. All candidates are asked pre-set questions. The panel may need to probe for evidence and this will require asking supplementary questions, which may vary depending on the answers given to questions. Members of the Appointment Panel will take notes during the interview and record their assessment of each candidate so that the reasons for their decisions are clear, consistent and objective.

All candidates are assessed against the same criteria and every effort is made to give them an equal opportunity regardless of their sex, sexual orientation, gender re-assignment, marital or family status, race, nationality, ethnic origin, disability, religion or belief, age or membership/non membership of a trade union.

You will be given the opportunity to ask questions about the vacancy and terms of employment.

The Appointment Panel will decide to make an offer of employment or hold second interviews on the basis on information given by candidates during the selection process.

Once a panel decision has been reached, the Human Resources Manager or a member of his/her staff will offer the post to the successful candidates initially by telephone, then formally in writing. He/She will also write to all unsuccessful candidates regarding the outcome of the selection process.

#### **4. Conditions of Appointment**

All external appointments are subject to receipt of two satisfactory references and the completion of a medical questionnaire. The submissions of original certificates of all qualifications claimed on the Application Form are also required.

The successful candidate must also satisfy The Law Society of Scotland that he/she is entitled to work in the United Kingdom.