



Edinburgh & Lothians Racial Equality Council

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GUIDANCE NOTES FOR COMPLETION OF APPLICATION FORM

PLEASE READ THESE NOTES CAREFULLY BEFORE YOU BEGIN TO FILL THE APPLICATION FORM

INTRODUCTION:

The ELREC application form has been designed to ensure that we do not request unnecessary information, which may suggest discrimination.

These notes are designed to help you to complete this application form in a way that will help us to ensure equality of opportunity.

Please complete the form as fully as possible and please do not submit a curriculum vita (unless requested).

Once you have completed this form, please return it to this address given in your application pack.

PERSONAL DETAILS:

This section is designed to ask sufficient details to allow us to identify you and contact you by letter or telephone.

Please note: only your surname is required in full. You should give only the initials of your forenames(s). In this way, the persons dealing with your application will not be aware of the sex of the applicant.

REFERENCES:

ELREC's policy is to check applicants' references prior to an offer of employment being made.

Please complete this section.

RELEVANT EXPERIENCE:

In this section you should give details of experience which is relevant to the post for which you are applying.

You should commence with your current or most recent employer, and similarly list any unpaid work, which is relevant for the post.

RELEVANT QUALIFICATIONS/TRAINING:

In this section, you should list any relevant qualifications that you have attained, with subjects and grades.

If you have received any other certificated or non-certificated training that is relevant to the post you are applying for, give details on this page e.g. course title and/or subject matter, duration, course provider etc.

SUPPORTING STATEMENT:

In this section, please give details of the skills and experience you have which you feel are most relevant to the requirements of the post.

APPLICANTS WITH DISABILITIES:

ELREC welcomes applications from disabled people or those who have had a disability. Please read this section and if you have, or have had, a disability, complete the relevant form telling us of any requirements you may need at the interview stage or adjustments should a position be offered.

Otherwise, you do not need to inform us of any disability you may have.

REHABILITATION OF OFFENDERS ACT:

If duties of this post are not covered under the Rehabilitation of Offenders Act 1974, so you do not need to complete this section on the application form.

MISCELLANEOUS:

Please complete this section, as much of the information is useful for statistical purposes and to help us determine which publications yield the best response to our advertisements.