

Willow Den Application Guidance Notes

Thank you for your interest in applying to Willow Den. We want to give every applicant a fair chance to apply for our roles. We have designed our application form to be as straightforward as possible, to give us the information we need to assess candidates against the requirements of the roles we recruit to.

We have written the following guidance notes to assist you in completing your application fully.

Please make sure that you have carefully read the **job description, person specification and criteria** before completing your application.

If you are unsure about any aspect of the application or would like more information on a specific role, please contact the HR team via jobs@willowden.scot.

Application Form

Our preference is for the application form to be completed electronically. However, if you wish to complete a handwritten form, please make sure you use **black** ink so these can be clearly scanned or photocopied.

Check that all sections of the application are completed before you submit your form. Please **do not** submit a C.V. Completing the application form in full means we receive the same type of information from all applications and support the applicants to directly address the criteria for the role.

Completing the Form

Please ensure you clearly state the full name of the post you are applying for and the location you are applying for if applicable.

Your application form should provide us with as much relevant information as possible. The application form will provide the only information we have about you. Please complete **all sections** of the form fully.

Willow Den Scotland Ltd. is a wholly owned subsidiary of Inspiring Scotland
Registered in Scotland Company Number SC674391

Registered Office: Suite 2, 14 New Mart Road, Edinburgh, EH14 1RL

Data protection and privacy

Willow Den may store or process your personal information where there is a legitimate interest in doing so, or where we have consent to do so. This might be because you work with us, fund us or are funded by us. We take data protection seriously and will not use your personal data for any purpose other than intended. You can view full details about what personal data we process, what purposes we use it for and why, by reading our privacy statement. This statement also makes clear your rights regarding your data, how and where we store it, for how long we store it and who to contact if you have any complaints.

Willow Den Application Guidance Notes

Qualifications

Please include **all** qualifications or training that are required or support the job role you are applying for. If you are in the process of completing your qualification, please list this in the relevant section. If you are yet to start your relevant qualification but have plans to do so, please provide details as part of your supporting statement.

Supporting Statement

This is your opportunity to directly address how you meet the selection criteria listed in the job description. Please be as concise as possible. Draw attention to your experiences, skills, achievements, attributes and knowledge gained in your current or past employment, during training and qualification, or through other activities which are relevant to the job.

SSSC Registration

A number of our roles require applicants to meet the requirements for SSSC registration. More information on SSSC registration can be found [Who can register? - Scottish Social Services Council \(sssc.uk.com\)](https://www.sssc.uk.com/who-can-register)

Disclosure Scotland

Posts considered to be within Regulated Work with Children will require membership of the Disclosure Scotland Protection of Vulnerable Groups Scheme (PVG) as a condition of employment. The cost will be met by Willow Den.

Further information on the PVG Scheme membership can be found at www.disclosurescotland.co.uk/pvg

Failure to disclose convictions could result in dismissal or disciplinary action. Any information you provide will be treated in the strictest confidence and considered only in relation to the post for which this application form refers.

Willow Den Scotland Ltd. is a wholly owned subsidiary of Inspiring Scotland
Registered in Scotland Company Number SC674391
Registered Office: Suite 2, 14 New Mart Road, Edinburgh, EH14 1RL

Data protection and privacy

Willow Den may store or process your personal information where there is a legitimate interest in doing so, or where we have consent to do so. This might be because you work with us, fund us or are funded by us. We take data protection seriously and will not use your personal data for any purpose other than intended. You can view full details about what personal data we process, what purposes we use it for and why, by reading our privacy statement. This statement also makes clear your rights regarding your data, how and where we store it, for how long we store it and who to contact if you have any complaints.