Complete this application in full and upload it by the specified closing date/time via the [vacancy webpage](https://www.scottishbooktrust.com/about/vacancies). **CVs and / or content suspected to be AI generated will not be accepted.** Please refer to the **job description** when completing your separate personal statement in Section 3.

We are committed to maintaining strict confidentiality in handling applicant information and ensuring a fair, inclusive recruitment process that upholds equality and diversity for all candidates. The application form is split into two sections. Only Section 3 will be shared with the recruiting panel. Any identifying details that could create an unconscious bias will be redacted.

**Data Protection Notice:** Scottish Book Trust will use this information solely for the intended reason it was gathered. Please refer to the Privacy Notice for Applicants for further details.

## Important – read carefully before submitting application

By submitting this form you agree to the following statement:

I certify that all statements made by me on this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue, my appointment may be reviewed and this could lead to dismissal.

# Section 1 Applicant Details

#### The following data will be used by our HR team and only provided to the Recruitment Panel if you are selected for interview.

|  |  |
| --- | --- |
| **Position applied for:** |  |

### **Employment history**

#### Current / most recent employment

|  |  |
| --- | --- |
| Name of current/most recent employer: |  |
| Address: |  |
| Dates employed: | From / to: |
| Notice period: |  |
| Position held: |  |
| **Brief** outline of main duties and responsibilities |  |
| Reason for leaving or considering leaving: |  |

#### Previous employment

##### Previous role 1

|  |  |
| --- | --- |
| Dates of employment: | From / to: |
| Employer: |  |
| Job title: |  |
| Reason for leaving: |  |

##### Previous role 2

|  |  |
| --- | --- |
| Dates of employment: | From / to: |
| Employer: |  |
| Job title: |  |
| Reason for leaving: |  |

##### Previous role 3

|  |  |
| --- | --- |
| Dates of employment: | From / to: |
| Employer: |  |
| Job title: |  |
| Reason for leaving: |  |

### **Education**

#### Further / Higher Education 1

|  |  |
| --- | --- |
| Institution’s name: |  |
| Qualification: |  |
| Subject(s): |  |
| Grade: |  |

#### Further / Higher Education 2

|  |  |
| --- | --- |
| Institution’s name: |  |
| Qualification: |  |
| Subject(s): |  |
| Grade: |  |

#### Secondary Education

|  |  |
| --- | --- |
| Institution’s name: |  |
| Qualification: |  |
| Subject(s): |  |
| Grade: |  |

#### Membership of professional bodies

|  |  |
| --- | --- |
| Name of institution: |  |
| Description of membership: |  |
| Date awarded: |  |

#### Specialised training (relevant to your application)

Such as further study (private, postgraduate), Continuing Professional Development (CPD) – give any qualifications obtained and date of award.

|  |
| --- |

### **References**

Please provide two professional references, including your current or most recent employer. We will ask for your explicit consent before contacting them, and only in the event of making a conditional job offer.

#### Reference 1

|  |  |
| --- | --- |
| **Employer’s name:** |  |
| **Referee’s name:** |  |
| **Position:** |  |
| **Address:** |  |
| **Phone number:** |  |
| **Email:** |  |
| **Relation to applicant:** |  |

#### Reference 2

|  |  |
| --- | --- |
| **Employer’s name:** |  |
| **Referee’s name:** |  |
| **Position:** |  |
| **Address:** |  |
| **Phone number:** |  |
| **Email:** |  |
| **Relation to applicant:** |  |

### **Additional information (Delete as appropriate)**

* Do you have a full and current Driving Licence? **Yes / No**
* Do you require a Work Permit to work in the UK? **Yes / No**

Please note all our roles are subject to achieving an appropriate level from Disclosure Scotland.

### **How did you first become aware of this vacancy? (Delete as appropriate)**

* Word of Mouth: (Please specify in the space below)
* Scottish Book Trust Website
* Other Website (e.g. Creative Scotland) (Please specify in the space below)
* Scottish Book Trust social media (Please specify in the space below)
* Other (Please specify)

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Continued on next page – Section 2 Equality Monitoring

# Section 2 Equality Monitoring

The Equality Act 2010 requires equal treatment regardless of age, disability, gender re-assignment, marriage or civil partnership, maternity or pregnancy, race, religion or belief, gender and sexual orientation.

If you do not want to share this information, choose ‘Prefer not to say’ for any question. **This won’t affect your application.** Options listed below are in line with the anonymised reporting requirements required by Creative Scotland.

Any information you provide will help us to evaluate how we are promoting equality in our hiring process.

## Delete as Appropriate

**Please tell us what age you are:**

Prefer not to say

**Please tell us about your gender:**

Male

Female

Non-binary

Other

Prefer not to say

**Please tell us about your sexual orientation:**

Heterosexual / Straight

Bisexual

Gay man

Lesbian / Gay woman

Other

Prefer not to say

**Ethnic Origin:**

White Scottish / White British

Irish

Gypsy / Traveler

Polish

White Other, please specify:

Asian / Asian Scottish / Chinese British

African / African Scottish / African British

Caribbean / Caribbean Scottish / Caribbean British

Black / Black Scottish / Black British

Arab/ Arab Scottish / Arab British

Mixed and Multiple Ethnic Groups, please specify:

Other, please specify:

Prefer not to say

**Disability** is defined as being a

**‘**Physical or mental impairment which has a substantial and long-term adverse effect on your ability to carry out normal day-to-day activities.’

**Based on the definition above, do you consider yourself to have a disability?**

Yes

No

Not known

Prefer not to say

**If yes, please tell us what type(s) of disability you have:**

Physical

Visual impairment

Hearing impairment/deaf

Cognitive or learning Disability/Difficulty

Other long term / Chronic condition

Mental Health condition

Other (please specify)

Prefer not to say

Please tell us your religious belief:

Buddhist

Christian

Hindu

Jewish

Muslim

Sikh

No religion

Other (please specify):

Prefer not to say

**Please tell us if you speak or are learning Gaelic.**

Yes, I am Gaelic speaker.

Yes, I am Gaelic learner.

Neither a Gaelic speaker nor learner

Prefer not to say