#

**Introduction**

Complete this application in full and upload it by the specified closing date/time via the [vacancy webpage](https://www.scottishbooktrust.com/about/vacancies).

The Recruitment Panel will score candidates applications based on this Part A Personal Statement and Other Details **as a standalone document**.

## 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.

**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.

## Instructions

* Use your Personal Statement to show how your skills and experience **match the criteria indicated in the job description**
* You should do this by **providing examples** to evidence how your **skills and experience** meet the job requirements
* Please limit your Personal Statement to no more than **3 pages of Arial 12pt font**
* Use the section “Other Information” to provide any additional information you feel is relevant to your application e.g. voluntary work, personal achievements, other interests.
* **CVs and / or content suspected to be AI generated will not be accepted.**
* Any identifying details that could create an unconscious bias will be redacted.

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

# Personal statement:

## Other information: