

## **Application Guidance**

### **Application**

First, read the remainder of this section for guidance before completing the application form. In the section 'Additional Information' we ask why you are suitable for this post bearing in mind the job description and person specification.

You may answer in your own handwriting or in typescript and aim to produce no more than 200 words per answer. Your answer will help us to judge who to invite for interview. As well as judging the substance of your response, judgements will also be made about your written communication skills.

Please note CVs will not be considered.

### **Selection**

The candidates with the most appropriate qualifications, experience and demonstrable competencies will be invited to complete a written task, role play exercise and attend a short interview (more details will be provided on successful selection).

### **Feedback**

Candidates are asked to note that the SPSO does not provide feedback on applications that do not reach the interview stage of the recruitment process.

### **Equal Opportunities Policy Statement**

The Scottish Public Services Ombudsman (SPSO) is committed to providing equal opportunities in employment and in the service provided to complainants. No job applicant, staff member or person receiving a service from the SPSO will receive less favourable treatment on the grounds of sex, marital status, or racial grounds or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes including beliefs or opinions, such as religious beliefs or political opinions.

The SPSO is totally opposed to discrimination. It is committed to conducting the business in a way that is fair to all sections of the community. This may mean taking positive steps to ensure equal opportunities for staff involved in staff selection, staff management and service delivery.

To help us monitor the effects of our equal opportunities policy please complete the enclosed equal opportunities/diversity form and return it with your application, This is not compulsory and what you say in the form and whether you choose to return the form or not will make no difference how the application is treated. The form will not be available to those involved in the selection process.

### **Disability**

SPSO is committed to good practice in employing disabled people. We operate a policy of inviting to interview all disabled applicants who meet the minimum criteria. Minimum criteria are detailed in the Person Specification.

### **Eligibility to work in the UK**

Are you eligible to work in the UK? If you are not eligible to work in the UK then we are unable to consider your application. If you are invited to interview we will ask you to provide proof of your eligibility to work in the UK. This could be a:

- A passport or a national identity card or
- A birth certificate issued in the UK or
- Certificate of registration or naturalisation, or
- A Home Office document stating eligibility to remain in the UK

Further information and our full Recruitment and Selection Policy is available on our website [here](#).