



SUPPORTING STATEMENT

Name:	
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PLEASE DETAIL ANY RELEVANT QUALIFICATIONS/FORMAL TRAINING YOU HAVE AND HOW THESE ARE RELEVANT TO THIS PARTICULAR POST

Please continue on another sheet if necessary

PLEASE DETAIL RELEVANT SKILLS, EXPERIENCE AND ABILITIES YOU HAVE AND HOW YOU CAN CONTRIBUTE TO THIS ROLE

Please continue on another sheet if necessary

ADDITIONAL APPLICANT INFORMATION

DRIVING LICENCE

If the advert states that you require a driving licence for this job, do you have a full licence? *(please tick)*

Yes	☐	No	☐	n/a	☐
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EMPLOYMENT OF DISABLED PERSONS

City Building welcomes applications for applicants who assess themselves as having a disability and guarantees an interview to those individuals who meet the minimum criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties, hearing or sight loss) or mental health condition (e.g. depression, bipolar disorder) which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities.

All applicants with a disability who meet the minimum criteria for a job vacancy will be interviewed and considered on their abilities.

Do you consider yourself to have a disability? *(please tick)*

Yes	☐	No	☐
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If no, or you would prefer not to answer then please proceed to the next question.

If you answered yes and require assistance for attendance at interview, please advise us below how we may assist you.

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REHABILITATION OF OFFENDERS ACT 1974 (EXCLUSIONS AND EXCEPTIONS) (SCOTLAND) ORDER 2003

The Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) order 2003 (as amended) applies to many posts within City Building. Successful candidates for specific posts identified under the above legislation within CB which have been identified under this Act will require to submit a Disclosure Application (Police Check), the results which might impact on your suitability to work in a particular job.

ABSENCE MANAGEMENT

City Building recognises its responsibility for the health, safety and welfare of its employees, however, it is also essential that we identify health problems at an early stage to allow us to respond effectively to actual and potential problems with service delivery. Therefore, all employees are expected to maintain an acceptable level of attendance.

DATA PROTECTION

City Building is a Data Controller in terms of the Data Protection Act 2018 and will use the information successful applicants have provided on their application form and any other attachments for personnel administration, learning, discipline, absence management, career development, statistical and payroll purposes. Unsuccessful applicants documentation related to their application for employment will normally be confidentially destroyed after a period of 6 months.

ELIGIBILITY TO WORK IN THE UK

Sections 15 – 26 of the Immigration, Asylum & Nationality Act 2006 requires all employers to make sure that all employees have the legal right to work in the UK. All external candidates

invited to interview for any post within City Building will be required to provide evidence of their eligibility to work in the United Kingdom at interview. No appointment will be made until the appropriate documentation has been checked by the People Services Team and we are satisfied that they meet the criteria as stated in the above legislation.

ALCOHOL AND DRUG TESTING

All new appointments to City Building will have to undergo an Alcohol and Drug Test prior to any offer of employment being made. City Building has a zero-tolerance policy in relation to these tests and only where a negative result is confirmed will an offer of employment be made.

REFERENCES

References will be taken up prior to any offer of employment being made. For your information, your referees will be asked factual questions, for instance, how long have they known you, or the dates of the dates of your employment; how they know you, or the job you held with them and, where possible, your absence record and whether any disciplinary action has been taken against you. Therefore, it is important that your referees should know you in a work capacity and one of these referees should be your current or most recent employer. Referees should normally be consulted before their names are added to support your application. City Building reserves the right to contact your current or previous employer for a reference.

Name and address of referee 1:	Name and address of referee 2:
Email address:	Email address:
Phone Number:	Phone number:
Occupation:	Occupations:
Relationship to applicant:	Relationship to applicant:

Please indicate if you have any objection to your referees being contacted prior to discussion with yourself, if you are successful? *(please tick)*

Yes		No	
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DECLARATION *(please read carefully)*

I certify that all the information contained in my original application and on this form is true and correct to the best of my knowledge and belief. I realise that any false/misleading information or omissions may lead to a conditional offer of appointment being withdrawn or dismissal without notice or that my application may be rejected.

I give my permission for enquiries to be made to confirm qualification/experience, dates of employment, right to work in the UK, driving licence checks (where appropriate) and for other people or organisations to release necessary information to verify the content.

I understand that any conditional offer of appointment is subject to receipt of satisfactory checks where necessary. *(please tick)*

Yes		No	
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