A blue background with two people

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**RECRUITMENT PACK 2025**

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Company Limited by Guarantee: registered No. 220447Recognised Scottish Charity No: SC 025687

May 2025

Dear Applicant

Thank you for considering Angus Independent Advocacy (AIA) as a prospective employer.

AIA strive to provide accessible, independent advocacy within Angus for individuals who face barriers to having their voice heard and safeguarding their rights. The underpinning principles for Independent Advocacy are:

* Independent advocacy is loyal to the people it supports and stands by their views and wishes.
* Independent advocacy ensures peoples’ voices are listened to and their views taken into account.
* Independent advocacy stands up to injustice, discrimination and disempowerment

AIA looks forward to hearing from you if are committed to working alongside us to ensure that individuals are able to have their voices heard here in Angus.

Kind regards,

*Text

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Chief Executive Officer

69 High Street, Arbroath, Angus DD11 1AN Tel: 01241 434413

Email: [enquiries@angusindadvocacy.org](mailto:enquiries@angusindadvocacy.org) [www.angusindadvocacy.org](http://www.angusindadvocacy.org)

A blue and white logo

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**Applicant Guidance**

The application pack is comprised of the following documents:

1. Job Applicant Privacy Notice
2. Application Form

Please complete **ALL** sections of the application form. CVs will not be accepted.

The information that you supply in this application form will enable the interview panel to decide whether to invite you to an interview. Whilst all sections may not be relevant to you personally, you should complete the form as fully and as accurately as possible to enable your application to be given full consideration. Please ensure you stipulate which role you are applying for and pay attention to the relevant person specification giving examples of how you meet this. Please note that only page 16 onwards of the application form will be seen by the shortlisting panel.

We also invite all applicants to complete our equalities monitoring form: [AIA Equalities Monitoring](https://forms.office.com/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=1GbTw7AZ_0-Nzpl-yA7LUXFjGmL2YUdFs2M2nO1T7uBUNzBGREdGTVk0N0xLVEw0NEZIUUJHM1dZOC4u). This is voluntary, but gathering this information helps us to ensure we meet the aims of our equality and diversity policy.

**Job Applicant Privacy Notice**

**Introduction**

The purpose of this job applicant privacy notice is to explain to you the reasons why we hold and use your personal data and explain your rights under the current data protection laws.

We are committed to being transparent about how we collect, use, retain, and meet our data protection obligations with you. As the recruiter we will collect and process personal data relating to you to conduct our recruitment process, this notice explains how and why we will do this in the context of the recruitment process.

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide the information.

We are the data controller, which means we are responsible for deciding how we hold and use your personal information.

We will collect, use and retain your personal information in the context of the recruitment process and your rights in relation to your personal information. We may amend this notice at any time.

**Data Controller ICO Information Commissioner’s Office.**

We are registered as a data controller with the information commissioner and our registered number is Z7884762.

**Where does your personal information come from?**

The organisation may collect this information in several ways which include:

* Recruitment processes including information obtained from agencies which includes:
  + - Name, address, email address, telephone number;
    - Your identification documents you have given us and your proof of eligibility to work in the UK;
    - Background checks conditional for your engagement with us;
    - PVG/Disclosure/DVLA checks relating to criminal convictions/offences/qualifications.
* Current and former employers or other individuals whom you have given us permission to contact to provide us with a reference. This data will include:
  + - Your work history (paid or unpaid) with them, including the dates you worked with them;
    - The work tasks you did;
    - Your level of responsibility;
    - Job title;
    - Salary on leaving;
    - Time keeping;
    - Reliability;
    - Quality and quantity of work;
    - Relationships and attitude to those you work with;
    - Reason for leaving their workplace, and;
    - Whether they would be happy to have you work for them again.

**What Information do we collect?**

The organisation controls and processes a range of information about you. In this privacy notice ‘your personal information’ means your personal data i.e. information about you from which you can be identified. Your ‘personal information’ does not include data where your identity has been removed (anonymous data). It is really important that the personal information we hold on you, and process, is accurate and up to date. Please keep us informed if your personal information changes.

This includes:

* Your name, address, and contact details including email address and telephone number;
* Details of your qualifications, skills, experience and work history, including start and end dates with previous employers and workplaces;
* Information about your remuneration, including entitlement to benefits such as, pay, pension and holidays;
* Information about your nationality and entitlement to work in the UK;
* Information regarding whether you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* Equal opportunities monitoring information [collected and retained anonymously].

The data we hold on you will be stored electronically in the Admin U Drive, password protected and accessed via VPN. A hard copy will be stored in a locked filing cabinet in the Executive Director’s office. The data is stored for a period of 6 years after an employee leaves the organisation in accordance with Angus Independent Advocacy’s Retention Policy.

**Processing Personal Data**

As an organisation we will process data in accordance with the following legal grounds:

To Enter a Contract with you:

We need to process the data we hold on you in order that we comply with our obligations with you under the contract we have with each other. This includes;

* Contact you regarding the recruitment process and any offer of work;
* Decide on any subsequent appointment;
* Obtain references if you have accepted an offer of work from us;
* Determine the terms of any potential contract between us;
* The need to process your data to enter into a contract of employment with you.

Legal Obligations:

We are required:

* to obtain checks regarding your right to work in the UK;
* make a decision regarding the recruitment and any subsequent appointment;
* health information to make reasonable adjustments to attend interview and comply with employment related law.

Legitimate Interests:

We are also required to process your data in accordance with our legitimate interests during and after the recruitment process:

* Run recruitment and promotion processes, and select and offer a suitable candidate, worker or contractor a role with our organisation;
* Obtain references from whom you have given us contact details of, and;
* Respond to and defend against legal claims;
* Confirm personal membership of professional organisations in relation to the role you are applying for;
* Conduct any regulatory checks and/or statutory check/requirements in relation to your engagement with us;
* To adhere to our own equal opportunity practices and to process your health data in accordance with our guaranteed interview scheme;
* Carry out equal opportunities monitoring to review our equality of opportunity practices.

**Information regarding Criminal Convections**

To enable us to make recruitment decisions and assess suitability for particular work, we will process information about criminal convictions and offences (including alleged offences), through appropriate mechanisms such as PVG Scheme and Disclosure Scotland.

We will process this information to enter a contract with you, to comply with a legal obligation, for our legitimate interests (in selecting suitable employees, workers and contractors), and to exercise or perform employment law rights or obligations.

If you have applied for a role within Angus Independent Advocacy, we will request the following information at the application stage:

* confirmation as to whether you have any unspent criminal convictions regarding dishonesty if relevant for your job;
* confirmation as to whether you have any unspent driving convictions if relevant for your job.

Any offer of work from us in respect of a role within Angus Independent Advocacy will be subject to a satisfactory criminal record check:

we are legally required by Disclosure Scotland to carry the appropriate level of PVG Check

**Access to Data and Security**

In order to process your data in accordance with the grounds stated above the following will have access to your data:

Internally:

* Those involved in the recruitment process
* The line manager in the area of the vacancy

Third parties:

We may share your personal information with the following third parties if this is required by law, necessary to enter a contract with you, where there is another legitimate interest in doing so, or where it is necessary to protect your vital interests or those of another person.

* For the purposes of pre-employment checks; current and former employers, disclosure and PVG

We will not share your information outside of the EU.

**Your Rights**

As a data subject, you have a number of rights, as follows:

* To be informed of the personal data we hold on you;
* Access and obtain a copy of all your personal data on request;
* Require the organisation to change incorrect or incomplete personal data;
* Require the organisation to delete or stop processing your personal data e.g. where the data is no longer necessary for the purposes, and, object to the processing of your data where the organisation does not require to process it;
* Object to the processing of your data where the organisation is relying on its legitimate interests as the legal grounds for processing.

If you would like to exercise any of the above rights, please contact the Executive Director, Angus Independent Advocacy, 69 High Street, Arbroath.

If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

**Data Retention**

We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal requirements.

If your application is unsuccessful the organisation will retain your application for a period of one year in accordance with our Retention Policy.

If you start work with us following the recruitment process, we will give you a copy of our Worker Privacy Notice, and will retain your personal information as detailed in the notice.

**Acknowledgement of receipt**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [print name] confirm that I have read and understood the contents of this job applicant privacy notice.

Signed Date

Appendix 1

Conditions for Processing Special Category Data

The information below is an extract from the ICO guidance and is available directly from their website: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/special-category-data/>

The conditions below are listed in Article 9(2)

1. The data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;
2. Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;
3. Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
4. Processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation , association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects;
5. Processing relates to personal data which are manifestly made public by the data subject;
6. Processing is necessary for the establishment, exercise of defence of legal claims or whenever courts are acting in their judicial capacity;
7. Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;
8. Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment of the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
9. Processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy;
10. Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89 (1) based on Union Member State law which shall be proportionate to the aim pursued, respect the essence of the righto the data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

**Angus Independent Advocacy Application Form**

**IN CONFIDENCE**

**PLEASE COMPLETE ALL SECTIONS**

**Post Applied For:**

***Personal Information***

|  |
| --- |
| Title: Surname: First Name:  Address for Correspondence:    Postcode:  Private Telephone Number: Mobile Number:  E-mail Address:  Your Daytime Telephone Number (on which a message may be left): |

**Equality Act 2010**

|  |
| --- |
| We are committed to being an Equal Opportunities Employer. If you have a disability as defined in the Equality Act 2010, are there any arrangements that would assist you in attending an interview? Please provide details below.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***Referees***

|  |  |
| --- | --- |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer. We do not accept references from family members.  **Referees will not be approached prior to a conditional offer being accepted.** | |
| Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: | Name:  Job title:  Company:  Address:  Postcode:  Email:  Tel No: |

***Asylum & Immigration Act 2006***

The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the EU. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the EU. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act.

Do you currently have the right to work and live in the EU? **YES/NO** (please delete as appropriate)

**Data Protection Act 2018**

Information from this application will be processed for purposes permitted under the Data Protection Act 2018. Individuals have, on written request, the right to access their personal data held on them.

Information about how your data is used and the basis for processing your data is provided in Angus Independent Advocacy’s job applicant privacy notice.

***Declaration***

I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice.

**Signed: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR AIA HR ADMINISTRATION USE ONLY**

|  |  |
| --- | --- |
| **Candidate Number** |  |
| **Shortlist Outcome** |  |
| **Interview Date** |  |
| **Interview Outcome** |  |

|  |  |
| --- | --- |
| **Candidate Number (for AIA HR Admin use):** |  |

**Post Applied For: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Secondary Education (please list subjects passed)***

|  |  |  |  |
| --- | --- | --- | --- |
| SCQF Level 5 e.g. National Award  or equivalent | Grade | SCQF Level 6  e.g. Higher Grade  or Equivalent | Grade |
|  |  |  |  |

***Further Education***

|  |  |  |
| --- | --- | --- |
| University or Further Education Establishment | Course(s) &  Subjects Studied | SCQF Level 8/+  e.g. Degrees, Diplomas, Certificates or Equivalent Obtained |
|  |  |  |

***Professional Qualifications***

|  |  |
| --- | --- |
| Name of Awarding Body | Qualifications Obtained, Membership of Professional Institution etc |
|  |  |

***Training Courses***

***(Please give details of any relevant short courses or training undertaken)***

|  |  |
| --- | --- |
| Course(s) Undertaken | Provider(s) |
|  |  |

***Computer Skills (please detail your experience)***

|  |
| --- |
|  |

***Driving Licence***

|  |
| --- |
| Do you possess a full current driving licence? **YES/NO** (please delete as appropriate)  Do you have access to a car for work purposes? **YES/NO** (please delete as appropriate)  Are you insured for Business purposes?  **YES/NO** (please delete as appropriate) |

***Present or Most Recent Employment***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name & Address of  Employer | Date From: |  | | Date To: |  |
|  | Position Held: | |  | | |
|  | Salary and other benefits/payments | |  | | |
|  | Notice Required: | |  | | |
|  | Reason For Leaving: | |  | | |
| Nature of Post (please describe your main duties): | | | | | |

***Employment History (list in order with most recent post first)***

|  |  |  |  |
| --- | --- | --- | --- |
| Name & Address of  Previous Employer(s) | From  Month/Year | To  Month/Year | Position Held, Main Duties and Reason for Leaving |
|  |  |  |  |

*Please continue on a separate sheet if necessary.*

***Employment with Angus Independent Advocacy***

Angus Independent Advocacy **wishes to compare your experience, skills and knowledge with its requirements.**

Please provide a Statement in support of your Application, indicating:

* why you have applied for this post
* the relevance of your qualifications and experience to the post (**this does not have to be from paid work, but can be from other experience)**
* the importance of independent advocacy to the people we support
* any other information you feel may be relevant

making particular reference to the Job Description, Person Specification and [Independent Advocacy Principles, Standards and Codes of Best Practice.](https://www.siaa.org.uk/wp-content/uploads/2019/10/SIAA_Principles_Standards_Best_Practice_report_2019.pdf)

***Personal Statement***

|  |
| --- |
|  |

***Additional Information***

|  |
| --- |
| Please provide any relevant information not covered elsewhere on this form, which may include other activities e.g. voluntary work, major achievements, projects to date and indicate how this will enable you to contribute further to this post. |

***Relationship to Staff Members***

|  |
| --- |
| If you are related to any employee of *insert organisation name* or anyone who has been employed as a staff member or has been engaged as a supplier, consultant or contractor in the last 12 months, please provide details: |

***Relationship to Committee Members***

|  |
| --- |
| If you are related to a Board member of *Angus Independent Advocacy name* or anyone who has been a Board member in the last 12 months, please provide details: |

***Rehabilitation of Offenders Act 1974***

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview, you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

***Canvassing***

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after the appointment, you will be liable for dismissal.

***Confirmation of Qualifications***

If selected for an interview, you must bring the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

***Advertisement Source***

Where did you see this post advertised? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed forms can be returned by e-mail to**: enquiries@angusindadvocacy.org**

**Please note that the closing date/time for receipt of applications is:**

**Friday 13th June @ 12pm**

**Interviews: W/B 30th June 2025**

**End of application form**