

Recruitment and selection CV application guidance

Thank you for the interest you have shown in working for Falkirk Council. You can find more about working for us at [Employee information | Falkirk Council](#).

External vacancies are advertised and open to applications through [MyJobScotland](#). To apply for a job you will need to create an account. For any technical issues, please contact: myjobscotland@cosla.gov.uk.

This guidance applies to applications which require the upload of a CV using the [MyJobScotland](#) application process.

More information about making job applications and preparing for interview can be found on the [MyJobScotland career hub](#).

A careers support service for disabled candidates looking for work, delivered by careers professionals with lived experience of disability can be found at [Career Advice Guide for Disabled People - The Career Hive \(evenbreak.co.uk\)](#).

Our [privacy statement](#) outlines how we handle your personal information.

If you have any other queries please do not hesitate to contact staffing.recruitment@falkirk.gov.uk

Applying for a job

Every job applicant's suitability for the job will be judged on the basis of their skills, knowledge, experience and qualifications. Make sure you read the advert text and job requirements for more details about the post and other relevant information.

You will have access to the following key documents on myjobscotland:

- a **job profile** which gives you details about the job. It lists the main duties and responsibilities that you will be required to carry out and the qualifications, skills, knowledge and experience you must have to do the job. These are listed as essential or desirable criteria.

To be invited to attend for interview you must be able to demonstrate in your application that you meet all of the essential criteria to be assessed at the application stage.

- an **information sheet** – summarising key information and some useful information about working for Falkirk Council, including employee benefits, leave, pension and workstyle.

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General Information

You will be required to provide some basic personal information and contact details, along with the following information:

Guaranteed Job Interview Scheme	<p>Confirmation of any application made under the guaranteed job interview, offered to the following people who meet the essential criteria on application for a job:</p> <ul style="list-style-type: none">• People with disabilities• Looked after children, care experienced young people including care leavers (up to the age of 26) <p>Please refer to Guaranteed Job Interview Scheme guidance for further information.</p>
Protection of Vulnerable Groups Scheme (PVG)	<p>If the post has been designated as carrying out regulated work with children and/or protected adults under the Protection of Vulnerable Groups (Scotland) Act 2007, the successful candidate will be required to become a PVG Scheme Member or undergo a PVG Scheme Update check. This will be included in the job profile. Any formal offer of employment being made will be subject to becoming a PVG Scheme Member. For further information on the PVG Scheme please visit www.disclosurescotland.gov.uk</p>
Referees	<p>You should provide details of 2 referees who can comment on your suitability for the post.</p> <p>Make sure your referees are willing to provide a reference before adding their names to your application – they will only be contacted if you reach the preferred candidate stage as part of the pre-employment checks.</p> <p>Where possible one referee should be your current or most recent employer/line manager. If you don't have a recent employer that can provide a reference, you could include the name of someone who knows you well and could speak to your ability to undertake the requirements of the role. For example, a teacher or a leader of a club or group you attend.</p>
Additional Information	<p>Along with uploading your CV which should include information on your Qualifications, Work History, Memberships and Courses, you can include further information in this section about your knowledge, skills and experience you have gained in employment, voluntary work or through outside interests which you consider to be relevant to this role.</p>
Equality monitoring	<p>The Council has a policy of promoting a culture that values diversity and equality in employment and in the services it provides. Completing this part of the form helps us to find out if our equality policies are effective when we are recruiting.</p>

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Guidance for uploading a CV

You will be prompted to upload a simple, factual CV (Curriculum Vitae) during the application process.

Preparing a CV

Please make sure that the document you upload does **not** contain any of the following:

- Personal information, other than surname and first initial. Do **not** provide your full name, gender, your date of birth or marital status. The personal details that you are required to submit are gathered earlier in the MyJobScotland application process.
- Photographs

Your CV must contain the following information:

Qualifications	When it comes to your qualifications you only need to include the highest level qualification you have unless a specific qualification is asked for in the job profile. So, for example, if you have a Scottish Higher in Maths, it's assumed you would have the Standard Grade that precedes this.
Work History	<p>When you complete your work history, it's useful to include information on any key tasks, activities and responsibilities that you had in the role. This helps the recruiting manager get a clear understanding of what you did and how it's relevant to the post you're applying for.</p> <p>Please note when entering Work History this must include current and all previous employment. The entries for the last 3 years must include any time spent at School, College, University, Career Breaks, Periods of Unemployment, Volunteering, or Travelling/Time Spent Abroad and these dates must run consecutively with no gaps in the 3 year period prior to the date of your submitted application.</p>
Memberships	If you have any Professional Memberships that are relevant to the post you're applying for, this is where they would go. For example: BASW (Social Work), CILIP (Libraries), CIPD (Human Resources), CIWM (waste management) etc
Courses	If you have completed any training courses which are relevant to the post you're applying for, it's useful to include them here along with a brief description of the content, what you learned and how you've applied it. For example, first aid, manual handling and other training courses can be included here.