



COMHAIRLE NAN EILEAN SIAR

Guidance

Applying for a Post with the Comhairle

The Comhairle aims to attract, recruit, develop and retain a skilled, adaptable and committed workforce. The Comhairle is committed to equality of opportunity and to being fair and inclusive in both employment and service delivery. The Comhairle recognises that diversity strengthens our organisation and supports creativity and innovation. We are committed to equality of opportunity and to being fair and inclusive. We welcome applications from people from all backgrounds, reflecting the communities we serve, and particularly encourage applications from candidates who may be under-represented in our workforce.

Following the guidance below will help you prepare a strong and effective application.

You can find all of our vacancies on [myjobscotland](https://myjobscotland.gov.uk/). Please do not submit a CV or use the same application form for more than one job. Applications received after the closing date will not normally be accepted.

Job adverts will state if interview expenses will be paid. For posts where relocation assistance applies, details of any relocation package will be set out in the advert or available on request from Human Resources.

Your Application

Every post we advertise will include a job description, outlining the duties required of the post and a person specification describing the skills, knowledge and abilities required to carry out the post.

Some posts are designated as 'politically restricted' in accordance with the Local Government and Housing Act 1989. This means that the holders of these posts are prohibited from participating in political activities or publicly expressing support for a party. Job Descriptions for posts which fall within this category will indicate that the postholder is 'Politically Restricted'.

Please read all the recruitment documentation before you apply. You will also need to gather your personal information including work experience, qualifications and referee's details, in order to complete the application form and evidence your suitability for the post.

When completing your application:

- focus on the experience section of your application. This is the place to showcase why you are the ideal candidate for the post
- refer to the person specification in the experience section of your application and detail where you meet each of the points to allow the recruiting panel to see relevant examples of the essential and desirable qualities they are looking for
- visit any websites or documents referred to in the vacancy advert prior to completing your application
- download and save the job description, person specification and any additional documents from the vacancy job advert as you will be unable to access these once the vacancy has closed
- you must submit your online application before midnight on the closing date



Use of Artificial Intelligence (AI) tools, such as Copilot and ChatGPT, may be used to support your application preparation, for example by generating ideas or checking spelling and grammar. However, all application responses must be your own work and accurately reflect your knowledge, skills and abilities, experience, qualifications, and achievements.

Applications that appear to rely heavily on AI-generated content may not be progressed. By submitting an application, you confirm that the information provided is authentic and based on your own experience.

Key Information Required

The following is a summary of the layout of the application and an explanation of the information required:

Personal Information

Enter your personal information in section: Name, email, contact telephone number, address and your current/most recent job title and employer. Please ensure that the information that you provide here is correct and up to date as these will be the details used to contact you on the progress of your application.

Tip: Please ensure your email address is entered correctly, as all correspondence regarding your application will be sent by email. We also recommend checking your inbox, junk folder, and your [MyJobScotland](#) account regularly for updates.

Right to work in the UK

Applicants must ensure they have the right to work in the UK before applying. If you are unsure about your eligibility, please refer to the UK Government guidance on proving your right to work <https://www.gov.uk/prove-right-to-work>.

Education

Enter your qualifications starting with the most recent.

Work History

Please include all current and previous employment in your work history, including part-time, full-time, relief and voluntary work. You should account for any gaps in employment and ensure the information provided gives a clear picture of your experience and employment history.

If you already work for the Comhairle and are applying for this post as a second job:

If you already work for the Comhairle and are applying for this post as a second job please ensure that you state this under 'Current' post and declare the hours that you currently work. Please ensure that the hours you declare are accurate and consistent with any other employment you hold. Chief Officers and local government employees must not normally be offered work in excess of 37 hours per week, and teaching staff must not normally be offered work in excess of 35 hours per week.

Memberships

Please enter any memberships that you have that may be relevant to your application for the specific post.

Courses

Please enter any courses that you have completed that may be relevant to your application, please ensure that you provide some detail of the course in the 'Result' section.



References

You should provide two referees and ensure they are willing to provide a reference before adding their details to your application. Ensure the details you provide are accurate, including their work telephone number and email address.

One referee should be from your current or most recent employer. This should be a Line Manager who can comment on your performance, attendance and suitability for the post which you have applied for. This should not be a relative or a work colleague providing a reference on a personal basis. References from friends or relatives will not be accepted.

A second reference can be provided by a previous employer, a colleague from your current job who can comment upon your suitability for the position, or a character reference from a responsible individual who can attest to your general qualities (excluding family members or partners).

If this is your first job, or if you have not been employed in the last year, you will need to provide two character references from responsible individuals who can vouch for your general qualities (excluding family members or partners). If you have recently left school or further education, we can accept a reference from a tutor, teacher, or educational professional. You may also provide a reference from someone at a voluntary workplace who can vouch for your character.

Referees will normally only be contacted once a conditional offer of appointment has been made. In the case of appointments made under Standing Orders and Parent Council Legislation, referees will be contacted prior to interview, such references as only be considered after the interviews have taken place.

As a prospective employer, the Comhairle may also contact former employers in addition to the referees you have provided where this is necessary.

Grievances/Disciplinaries

You should mention any 'live' formal disciplinary warnings or grievance issues with your current employer in this section.

Relationship with Councillor/Senior Officer

You are asked to declare whether you are related to, or have a close personal relationship with, a Councillor or Senior Officer of the Comhairle. This is to ensure that any potential conflict of interest is identified and managed appropriately during the recruitment process.

Criminal Convictions

Applicants may be asked to declare relevant unspent criminal convictions at the appropriate stage of the recruitment process. The Comhairle will only request and consider criminal record information where this is lawful, relevant and proportionate to the post, and in line with disclosure legislation and safer recruitment requirements.

For posts involving regulated roles with children or protected adults, and for other posts where legislation or the nature of the role requires it, appointment will be subject to satisfactory pre-employment checks. These checks may include a criminal record disclosure through Disclosure Scotland, such as PVG scheme membership, a Level 2 disclosure or, where appropriate, a barred list check. These checks are undertaken to help the Comhairle meet its legal safeguarding responsibilities, protect children and protected adults, support safer recruitment decisions and confirm that applicants are suitable for the duties of the post. Where a disclosure check or PVG scheme membership is required, any offer of appointment will remain conditional until the relevant check has been completed and the outcome assessed.



Driving Details

Please enter if you hold a current full driving licence. Although this section is required to be answered it will only be used to shortlist your application if a driving licence has been listed as criterion in the post person specification.

Gaelic

Comhairle nan Eilean Siar operates a Gaelic Policy, you will be asked here if you can speak, read, and write Gaelic or if you would be willing to learn. Although this section is required to be answered it will only be used to shortlist your application if Gaelic has been listed as criterion in the post person specification.

Disabled Applicants

Having a disability or health condition does not prevent you from being considered for a post, and applications are welcomed from disabled people and people with health conditions. Applicants who identify as disabled and who meet the minimum criteria for the post will be guaranteed an interview. Please use the relevant section of the application form to let us know about any reasonable adjustments you may require for interview.

Experience

The experience section is your opportunity to explain how you meet the requirements of the post. You should refer to the person specification and detail where you meet each of the criteria and provide relevant examples. Use clear examples from your work, voluntary activity, education or other relevant experience to show how you satisfy the criteria in the person specification. You can also give any additional information which you think will support your application, explaining why you would be a good applicant for the post.

Tip: The format in which you present this information in this section is up to you but you may find it easier to present the most detail to the recruiting panel by bulleting your experience against each criterion which you will find listed in the person specification section of the documents which are attached to the job advert.

There is a maximum of 8,000 characters that can be used to cover this section (4,000 characters in first box and 4,000 characters in second box if further space is required).

Canvassing

You must not seek to influence the outcome of your application by canvassing Elected Members, Senior Officers or others involved in the recruitment process. Any attempt to do so may result in your application being withdrawn from consideration.

Shortleeting

The recruiting panel will review submitted applications and complete the shortleeting process aligned to criteria within the job description and person specification. They will assess all the information contained within your application including any required qualifications.

The recruiting panel will thoroughly review the experience section of your application, so it's essential to provide enough information in this section to demonstrate your ability to perform the post.

If you are shortleeted, you will receive an Invite to Interview by email, this is sent to your email address that you have registered against your My Job Scotland account. Please respond to Human Resources by email at human.resources@cne-siar.gov.uk to confirm your attendance/non-attendance to the interview appointment given.



If you are not shortlisted, you will receive notification via email that you have not been successful. We respond to all applicants so ensure your junk mailbox is checked for emails. Status updates also appear in your My Job Scotland online account throughout the process.

Interview

Your Invite to Interview will contain details including the vacancy title, the time and location of the interview.

Interviews will normally be undertaken in person in order to promote consistency, fairness and effectiveness throughout the recruitment process. An in-person interview format supports a more robust assessment of a candidate's communication, presentation and overall suitability for a post, whilst also enabling candidates to develop a clearer understanding of the post and working environment.

As part of the interview you may be asked to provide a presentation to the interview panel on a specified topic or undertake a practical task as part of the interview process.

Preparing for an interview:

- revisit your application, look at the job description and person specification to re-cap the main duties and responsibilities of the post and the attributes required to carry out the role
- research the Comhairle as an organisation. This could give key information on current agendas, topics and priorities that could be relevant for the post you are interested in
- mentally prepare some examples to showcase how you meet the job description and person specification
- think about the questions that you are likely to be asked at the interview
- if a presentation is required, prepare and practice
- the interview is also your chance to ask questions, you may want to ask about the vacancy, service or perhaps terms of employment.

You will be required to present original documents at the interview which will be copied, namely:

- evidence of your right to work in the UK (you will receive guidance documents with further details about what satisfies this check)
- evidence of your qualifications and/or registrations (where required).

At the interview:

- there is likely to be a panel of 2 or more members asking the interview questions
- questions will be based on the job description and person specification, and you may be asked to describe or give examples that will evidence your ability to undertake the post
- you will be given the opportunity to ask any questions you may have at the end of the interview.

You will be contacted by the Chair of the Panel regarding the outcome of your interview.

Conditional Offer of Employment

Under normal circumstances the successful candidate will be contacted, by the Chair of the Panel, as soon as is practicable after the interview and be told verbally that they are the preferred candidate for the post, subject the completion of pre-employment checks. This will be followed by a formal written conditional offer of appointment. The preferred candidate is required to accept the offer as soon as is practicable after the interview.



Pre-employment Checks

If you are successful at interview and conditionally offered the position, there are a number of pre-employment checks which need to be completed before you can commence employment. These include a 'Right to Work Check', a Medical Questionnaire and the return of satisfactory references. If a disclosure check or PVG check is required for the post, a form will be emailed to you directly by Human Resources.

Recruitment checks are required to be completed timeously, if they are not concluded satisfactorily within 8 weeks of receipt of the conditional offer of employment the conditional offer of employment will be subject to automatic withdrawal.

Once the pre-employment checks have been satisfactorily completed a start date will then be confirmed.

