



## Application Pack

### *Network Support Worker*

**Closing Date: Friday 18<sup>th</sup> November @ 5.00pm  
(Late applications will not be accepted)**

**Interviews provisionally scheduled for week commencing 28th November, in  
Edinburgh**

Our preference is for completed forms to be returned by email to  
[vchair@youthbankscotland.org](mailto:vchair@youthbankscotland.org).

Alternatively, completed forms can be posted to:

**Recruitment | YouthBank Scotland | Rosebery House | 9 Haymarket Terrace |  
Edinburgh | EH12 5EZ**

## Recruitment Process

### Applying for a Position

Thank you for requesting this recruitment pack and showing an interest in working for YouthBank Scotland.

If you wish to apply for this position, we need you to complete the attached form and relevant inserts. To assist the recruitment process you must complete all sections of the application, equal opportunities and any other forms in full.

### Non-Discrimination

The recruitment and selection practices of YouthBank Scotland are non-discriminatory and consistent with the requirements of equality and employment legislation and nationally recognised good practice. All appointments are based on merit.

### The Employee Specification

Every vacancy advertised is based on an employee specification which describes the experience, knowledge, skills, competencies and qualifications we require. Please look at the information attached to the job carefully so that you know what the job involves and the range of expertise required. If you meet our requirements, we would encourage you to apply.

### Outline of Selection Process

***If you are short-listed for the post, you will be advised by telephone or email, normally within one week of the closing date. If, however, you have not heard from us within four weeks of the closing date, then your application has been unsuccessful.***

If your application is unsuccessful on this occasion, we hope that this decision will not discourage you from applying for any similar vacancies that may arise in the future.

Initial selection is based on your completed application, which is compared against a range of experience, knowledge, skills, and competencies. Qualifications, if relevant, are also considered at this stage.

Formal confirmation of a job offer is subject to the satisfactory completion of a number of checks. These include employment references, proof of qualifications and criminal conviction vetting.

## Application Form

This application form is in three parts:

- Section 1** contains personal information which will not be made available to those who short-list candidates for interview
- Section 2** will be used to select candidates for interview
- Section 3** is for equality monitoring purposes only and has no bearing on selection

## YouthBank Scotland's Golden Rules

We call our values our Golden Rules. They outline the way YouthBank Scotland and YouthBanks work. Not only will all staff members be expected to adhere to these principles in all aspects of their work, they will be expected to promote this approach to others.

1. YouthBank activity has to be young people led – at local, regional, and national levels. The role of adults in YouthBank is to support and advise young people.
2. YouthBank is open to all young people. We recognise that some young people may have barriers to overcome so that they can get involved – we will do our best to include these young people in YouthBank activity.
3. YouthBank offers young people the opportunity to find out about each other's lives, cultures and experiences in a supportive environment. YouthBanks therefore must respect the differences and talents of all young people.
4. YouthBank activity must be accountable, monitoring and reporting on how and where money is spent.
5. YouthBanks should communicate clearly, using simple language (not jargon), to make sure young people have the greatest possible knowledge of YouthBank activity at all levels.
6. YouthBank activity must add to the skills, knowledge and experience of young people – using a range of training, new experiences and activity-based learning, gaining accreditation where possible.
7. YouthBanks need to make time to learn from what they do – to reflect on their activity at all levels and not be afraid to make changes to the way they operate.
8. YouthBanks need to celebrate the achievements of young people. YouthBank is a great way for young people to develop what they can do, we need to get this message across and have fun too!
9. YouthBanks must support young people to understand the YouthBank Scotland network, ensuring they are aware of the local, regional and national progression opportunities available.
10. YouthBank will work in partnership with other young people, groups or organisations where there are benefits for all to learn, develop and advance a positive view of young people.

## Section 1

### PERSONAL DETAILS

Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone Number (Evening) \_\_\_\_\_

Telephone Number (Day) \_\_\_\_\_

May we telephone you during the day? Yes/No

### DECLARATION

*I confirm that the information I have given in this application is to the best of my knowledge, true and complete.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

### REFEREES

Please give the names and addresses of two people who can comment on your suitability for this post. One of these must be your present or most recent employer.

<i>First Referee</i>	<i>Second Referee</i>
Name _____	Name _____
Position _____	Position _____
Organisation _____	Organisation _____
Address _____	Address _____
_____	_____
Tel No/Fax _____	Tel No/Fax _____

May we contact this referee before interview?  
Yes/No

May we contact this referee before interview?  
Yes/No

In what capacity do these referees know you?

\_\_\_\_\_



Why do you want to work for YouthBank Scotland?

When are you available to begin employment with YouthBank Scotland if successful \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Please list your employment history starting with the most recent. Describe briefly your responsibilities and achievements in each post. *Please use a continuation page if necessary.*

Employer	Position	Responsibilities & Achievements	Dates

**OTHER RELEVANT EXPERIENCE**

Include details of voluntary work, projects undertaken, study, membership of organisations etc.

**STATEMENT IN SUPPORT OF YOUR APPLICATION**

Please use this section to explain how your previous experience and qualities would enable you to meet the requirements of this post, referring to all key result areas identified in the job description. *Please use continuation pages if required and head appropriately.*



### Section 3

#### **EQUAL OPPORTUNITY IN EMPLOYMENT POLICY MONITORING**

YouthBank Scotland is committed to equality of opportunity for all job applicants and employees. In order to ensure we are meeting our aims, please answer the questions below and return this form with your application. This information is used solely for monitoring purposes and will not be used in the selection process in accordance with the Data Protection Act 1998.

#### **Gender**

Male  Female

#### **Date of Birth (dd/mm/yyyy)**

Date of Birth

#### **Ethnic Origin**

Please highlight from the list below which best describes the ethnic group to which you belong

White	Scottish Welsh English Northern Irish British Irish Any other white ethnic group, please state:
Asian, Asian Scottish or Asian British	Pakistani, Pakistani Scottish, Pakistani British Indian, Indian Scottish, Indian British Bangladeshi, Bangladeshi Scottish, Bangladeshi British Chinese, Chinese Scottish, Chinese British Other, please state:
African, Caribbean or Black	African, African Scottish, African British Caribbean, Caribbean Scottish, Caribbean British Black, Black Scottish, Black British Other, please state:
Other ethnic group	Please state:

I do not wish to identify my ethnic group at this stage.

Are there any special arrangements or adjustments that need to be made to enable you to participate in the selection process?

Yes  No

If yes, please give details: