



SCOTTISH LAND COMMISSION

PART A

The Scottish Land Commission is committed to equality of opportunity and, to help to ensure that it puts its policies into practice, candidates are asked to complete and return this monitoring form (Parts A & B). Information from this form will not be used in the selection of the initial shortlist. Completion of the form is voluntary and failure to complete it will not be used to your detriment – we will however require the name and address sections to be completed.

We appreciate it when candidates take the time and trouble to complete this form. The information it contains helps us to monitor and improve our recruitment procedures by highlighting whether we are failing to attract or recruit particular sections of the community. This includes monitoring ethnicity, gender, age, family responsibilities, disability and religion.

Parts A and B of the application form are detached from the main application form before decisions about short-listing are made, thus ensuring that all such decisions are based on the information you provide in Part C alone.

Post Applied for:
To be Completed by Scottish Land Commission Ref No :
First Name: Last Name:
Postal Address: Post Code: Email address: Phone number:
Where did you hear about/ see this post advertised? (if newspaper/ website please specify which)
Driving Licence: Do you possess a current valid driving licence? YES / NO

Do you require a permit to work in the UK:	YES / NO
National Insurance Number:	
<p>The Equality Act 2010 defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities'.</p> <p>Are your day to day activities limited by a health problem or disability which has lasted, or is expected to last at least 12 months? (Please circle)</p> <p>Yes No Choose not to disclose</p> <p>If yes, please indicate below any special requirements for the interview:</p>	
<p>Confirmation of previous employment:</p> <p>If you secure a conditional offer for a post, the Scottish Land Commission will require confirmation of previous employment including dates of employment and job title from the employer.</p>	

I confirm that to the best of my knowledge, the information provided in Part C of this document is correct and gives a fair representation of my qualifications and employment history. I understand that the information contained in Parts A & B may be stored as part of the company's monitoring of equal opportunities and the effectiveness of our recruitment procedures, and I give my consent for my details to be used for this purpose. SLC adhere to all data protection legislation. I confirm that I have read and understood the Scottish Land Commission's Privacy Statement for Job Applicants.

Signature:

Date:



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PART B

EQUALITY AND DIVERSITY EMPLOYMENT MONITORING FORM - OPTIONAL

The information you provide on this form will be used solely for the purposes of monitoring and for reporting to the Scottish Government, as part of our obligations under the Equality Act 2010. This information will be processed in accordance with the General Data Protection Regulation and Data Protection Act 2018. All information that we retain and share will be anonymised so will not identify you personally.

Please tick the relevant box in each section, or complete details as appropriate.

Do you consider yourself to have a disability?

Yes

No

Choose not to disclose

What is your marital status?

Married

Not married

Civil Partnership

Choose not to disclose

What is your age?

16-24 years

25-34 years

35-44 years

45-54 years

55-64 years

65+ years

Choose not to disclose

How would you describe your gender identity?

Male

Female

Other

Choose not to disclose

Have you ever identified as transgender?

Yes

No

Choose not to disclose

Which of the following options best describes how you think of yourself? (please tick one)

Bisexual

Gay/Lesbian

Heterosexual/Straight

Other, please write in below

Choose not to disclose

What is your religion or belief?

None

Church of Scotland

Church of England

Roman Catholic

Other Christian, please write in below

Muslim

Buddhist

Sikh

Jewish

Hindu

Any other religion or belief, please write in below

Choose not to disclose

What is your ethnic group?

Choose **ONE** section A – G, then tick **ONE** box which **best describes** your ethnic group or background.

A. White

Scottish

English

Northern Irish

Welsh

Other British, please write in below

Irish

Gypsy / Traveller

Polish

Other white ethnic group, please write in below

B. Mixed or multiple ethnic group

Any mixed or multiple ethnic group, please write in below

C. Asian, Asian Scottish or Asian British

Pakistani, Pakistani Scottish or Pakistani British

Indian, Indian Scottish or Indian British

Bangladeshi, Bangladeshi Scottish or Bangladeshi British

Chinese, Chinese Scottish or Chinese British

Other, please write in below

D. African

African, African Scottish or African British

Other, please write in below

E. Caribbean or Black

Caribbean, Caribbean Scottish or Caribbean British

Black, Black Scottish or Black British

Other, please write in below

F. Other ethnic group

Arab, Arab Scottish or Arab British

Other, please write in below

G. Choose not to disclose

Choose not to disclose



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Longman House
28 Longman Road
Inverness
IV1 1SF

PART C

Please complete this form in black type/ink. Please return to: Caron Munro at the above address or email to caron.munro@landcommission.gov.scot.

Post Applied for:	To be Completed by Scottish Land Commission Ref No :
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EDUCATION: Name of School / College / University Please start with most recent qualification	Date qualification achieved (from - to)	Subject & level achieved (degree, honours, etc.)

DETAILS OF ANY FURTHER TRAINING OR PROFESSIONAL QUALIFICATION:
(Please include all courses relevant to this position and give dates of attendance)

CURRENT (OR LAST) EMPLOYMENT: Employer's name and nature of business	Position held	Please give a concise outline of your duties

Current Salary	Dates of Employment (from – to)	What was your principal achievement in this position?
Reason for leaving/ wishing to leave		



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PREVIOUS EMPLOYMENT: <i>Employer's Name and nature of business</i>	<i>Brief description of positions held & details of duties</i>	<i>Reason for leaving</i>
 <i>dates employed</i>		
 <i>dates employed</i>		
 <i>dates employed</i>		

(continue on separate sheet if necessary)

Why are you suitable for this position? What attracts you to this role?

(Please include details of all skills, knowledge and experience you possess which are relevant to the job description and person specification for this post)

Continuation: Why are you suitable for this position? What attracts you to this role?

Please provide examples, you can use both personal and professional experience, where you have demonstrated the Commission's values of integrity, challenge, innovation and empowerment:

Continue on a separate sheet if necessary