

Ref No:

## PUBLIC APPOINTMENTS SUPPORT OFFICER APPLICATION FORM

### PERSONAL INFORMATION

Your Name:	
Your contact details: (Email and contact phone number)	

### APPLICATION

#### Ability to independently plan and organise work

Please give an example of a project or piece of work you were involved in where you demonstrated this criterion (No more than 500 words):

##### Indicators

- Plans ahead, setting relevant, realistic goals
- Effectively balances competing priorities
- Routinely reviews targets/goals and takes appropriate action to ensure results are achieved
- Manages time economically and efficiently
- Anticipates, identifies and minimises problems
- Produces accurate work in good time and to the agreed level of quality
- Seeks out assistance and / or escalates issues when appropriate.

#### Your ICT, digital and related administrative skills and experience commensurate with the role and with the operation of a modern office environment

Please tell us what experience you have had using ICT, digital and other office products which might be found in an office environment. (This experience does not necessarily have to have been gained in an employment situation and could, for example have been developed through using these products when studying).

Please describe how you developed your skills in using these products, and how you think such skill and experience can transfer to be useful in this role.

(No more than 500 words):

##### Indicators

- Proficient in the use of MS Office (Word, Excel, Access and Outlook) including database data entry, retrieval and records interrogation.
- Able to use MS Teams, Zoom, Skype or equivalent tools.

- Ability to use the internet to undertake research
- Able to utilise technology to enhance written communications (e.g. use of graphics, hyperlinks, video clips)
- Awareness of and ability to use communication tools to be used in support of wider communications options (e.g. web development, video recording software, social media platforms, presentation software)

**Qualifications / experience**

**Please explain how you feel you meet this criteria of having either / or:**

- Degree qualification
- gained an equivalent level of educational attainment through work experience

**ADDITIONAL INFORMATION**

**Notice Period**

Please indicate if you have any notice period required by a current employer:

**Referees**

Please provide details of two referees who could confirm your suitability to the role, one of whom should be your current or most recent line manager or equivalent (e.g. college/university professor if studying). Referees will only be contacted after interviews have been held.

**Conflict of Interest**

Please indicate if you have any potential conflict of interest(s) for further consideration should you reach interview stage. By way of reminder, because it is important that the Commissioner and everyone in the Commissioner's employment carries out their role in a fair and transparent way, we need to understand anything which could reasonably be thought to potentially have any impact on your impartiality or judgement – for example: activity (including campaigning), memberships or other connections to any political party.

**DIVERSITY MONITORING INFORMATION (This part of the application will be removed from your main application before the application is considered by the panel)**

January 2026

We value diversity and are committed to promoting equality in all that we do. We want to know that our job opportunities are attractive to the widest range of people and we want to make sure that our recruitment processes are fair. One of the ways we can check this is to monitor who applies to work with us. We use the personal data you provide to assess whether there appear to be barriers in our recruitment process for people from particular groups. To help us do this, we would be very grateful if you could complete as much of this form as possible.

The information you provide forms no part of the selection process and the selection panel won't see any of the information until after a final decision and job offer has been made. If you require particular adjustments to be made to participate in our recruitment exercises you will have an opportunity to tell us about this in your application.

Please complete this form electronically or, if hand-written, please ensure that it is legible. Your form will be downloaded or scanned and filed electronically. All monitoring forms are deleted/destroyed after six months.

Your information will be stored and accessed in accordance with the requirements of the Data Protection Act 2018.

Please return your monitoring information form along with your application.

**For each question on this form, you should only select one box (except for question 4 which requires you to select any that apply to you)**

**Question 1 – What best describes your gender?**

- Male
- Female
- Prefer to self-describe:
- Prefer not to say

If you are going through gender-reassignment please select the gender you identify as.

**Question 2 – Is your gender identity the same as the sex you were assigned at birth?**

- Yes
- No
- Prefer not to say

**Question 3 – What is your year of birth? (Please enter in the following format e.g. 1968)**

Please write in:

Prefer not to say

**Question 4 – What is your ethnic group?**

Please choose **ONE** section from A to F which best describes your ethnic group or background, then select **ONE** box from within that section.

**A White**

Scottish  
 Other British  
 Irish  
 Gypsy/Traveller  
 Polish  
 Other white ethnic group, please write in:

**B Mixed or multiple ethnic groups**

Any mixed or multiple ethnic groups, please write in

**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:

**D African, Caribbean or Black**

African, African Scottish or African British  
 Caribbean, Caribbean Scottish or Caribbean British  
 Black, Black Scottish or Black British  
 Other, please write in:

**E Other ethnic group**

Arab, Arab Scottish or Arab British  
 Other, please write in:

**F Prefer not to say**

Prefer not to say

**Question 5 -** The Equality Act 2010 protects disabled people. The Equality Act defines a person as disabled if they have a physical or mental impairment, which is substantial and long term (has lasted or is expected to last at least 12 months) and has an adverse effect on the person's ability to carry out normal day-to-day activities.

**Do you have any of the following conditions which have lasted, or are expected to last, at least 12 months? ♦ Please select all that apply**

- Deafness or severe hearing impairment
- Visual impairment
- A physical disability (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying)
- A learning disability (such as Down's syndrome)
- A learning difficulty (such as dyslexia or dyspraxia)
- A mental health condition (such as depression or schizophrenia)
- A chronic illness (such as cancer, HIV, diabetes, heart disease or epilepsy)
- Other condition, please write in:

  

- No
- Prefer not to say

If you require a reasonable adjustment to enable you to carry out your duties, we can make the necessary arrangements post interview. However, if you need reasonable adjustments to attend and participate at interview please make this clear in the event that you are invited. We want everyone's interview experience to be a positive one and we will do all that we can to ensure that people are able to give the best account of themselves.

**Question 6 – What religion, religious denomination or body to you belong to?**

- None
- Church of Scotland
- Roman Catholic
- Other Christian, please write in:

  

- Muslim
- Buddhist
- Sikh
- Jewish
- Hindu
- Another religion, please write in:

  

- Prefer not to say

**Question 7 – How would you describe your sexual orientation**

- Bi-sexual
- Gay man
- Gay woman/lesbian
- Heterosexual/straight
- Other
  
- Prefer not to say

**Question 8 - Advertising and Publicity**

**To allow us to manage our advertising and publicity campaigns effectively in the future, please tell us where you heard about the fact that we are recruiting.**

- Our website ([www.ethicalstandards.org.uk](http://www.ethicalstandards.org.uk))
- University / college job board. Please state which university / college:
  - Myjobscotland website
  - Goodmoves
  - LinkedIn
  - Other public sector body
  - Word of mouth
  - Can't remember
  - Prefer not to say
  - Other, please specify: