

HIGHLAND & WESTERN ISLES

VALUATION JOINT BOARD

APPLICATION FOR EMPLOYMENT

CONFIDENTIAL

Post Applied for	
Location	
Applicant's Name	

Notes for Guidance
<p>Please do not submit CV's</p> <p>Canvassing of Members or employees of the Joint Board in connection with an appointment will disqualify an applicant</p>

SECTION A - PERSONAL DETAILS

Surname:

Forename(s):

Title:

Home Address: _____

_____ Post Code: _____

Home Tel. No:

National Insurance No:

Work Tel. No:

Do you require a work permit?

Yes ☐

No ☐

E-mail address:

Do you hold a current valid driving licence?

Yes ☐

No ☐

Do you have access to personal transport?

Yes ☐

No ☐

Please tick if you consider yourself to have a disability ☐

Do you have any unspent criminal convictions or impending charges against you?

Yes ☐

No ☐

If you have ticked Yes, please give details:

Advertisement – Please specify where you first heard about this vacancy

QUALIFICATIONS

Title / Level of Qualification

Grade (if relevant)

Date(s)

Membership of Professional Body

Level of Membership

Date(s)

SECTION B - EMPLOYMENT DETAILS

CURRENT EMPLOYMENT

Current Post Title:

Date of Commencement in Post:

Current Salary: £

Employer's Name and Address:

Period of Notice Required:

Please give an outline of your current duties:

PREVIOUS EMPLOYMENT – Please list in date order with the most recent first

Post Title	Employer's Name & Address	Dates		Outline of Duties and Reason for leaving
		From	To	

SECTION C - REASONS FOR APPLICATION

Please give your reasons for applying for this post and details of any additional information about your skills and experience in support of your application.

SECTION C - REASONS FOR APPLICATION (CONT'D)**SECTION D – REFERENCES**

Present/Most Recent Employer	Second Reference
Name:	Name:
Job Title:	Job Title:
Address:	Address:
Email Address:	Email Address:
Daytime Telephone Number:	Daytime Telephone Number:
In what capacity does this person know you?	In what capacity does this person know you?

SECTION E – MISCELLANEOUS

If selected for interview and you have a disability, please advise of any adjustments or aids that you may require to assist you.

I believe the information given on this form to be correct and understand that any false statement may disqualify me from appointment or may render me liable to dismissal.

Signature: Date:

Equal Opportunities Monitoring Form

In order to assist the Valuation Joint Board in ensuring that all applicants are treated equally you are requested to complete this short questionnaire. The information will not be taken into account when selecting candidates for interview. It will be held securely and used to produce reports to monitor that our employment policies and practices promote equal opportunities and eliminate discrimination.

Name:

National Insurance No:

Post Applied for:

Date of Birth - (only used for equality recording and will not be provided to the panel for recruitment purposes. Please leave blank if preferred).

Gender

Female ☐ Male ☐ Other ☐ I prefer not to answer this question ☐

Which of the following best describes your sexual orientation?

Straight / Heterosexual ☐ Gay or Lesbian ☐ Bisexual ☐

Other sexual orientation ☐ (Please write below)

I prefer not to answer this question ☐

Do you consider yourself to be trans, or have a trans history?

Yes ☐ Please describe below your trans status (for example, non-binary, trans man, trans woman)

No ☐

Other ☐ Please specify:

I prefer not to answer this question ☐

Ethnic Origin

How do you describe your ethnic origin in terms of the following categories from the 2021 census?

White	Scottish <input type="checkbox"/> Other British <input type="checkbox"/> Irish <input type="checkbox"/> Polish <input type="checkbox"/> Gypsy / Traveller <input type="checkbox"/> Showman / Show woman <input type="checkbox"/> Roma <input type="checkbox"/> Any other White ethnic group <input type="checkbox"/> (Please specify below)
Mixed or multiple ethnic groups	Any Mixed background <input type="checkbox"/> (Please specify below)
Asian, Scottish Asian or British Asian	Pakistani, Scottish Pakistani or British Pakistani <input type="checkbox"/> Indian, Scottish Indian or British Indian <input type="checkbox"/> Bangladeshi, Scottish Bangladeshi or British Bangladeshi <input type="checkbox"/> Chinese, Scottish Chinese or British Chinese <input type="checkbox"/> Any other Asian background <input type="checkbox"/> (Please specify below)
African, Scottish African or British African	Please specify below (for example, Nigerian, Somalian)
Caribbean or Black	Please specify below (for example, Scottish Caribbean, black Scottish)
Arab, Scottish Arab or British Arab	Please specify below (for example, Emirati, Saudi Arabian)
Other ethnic group	Any other ethnic background (Please specify below)
Prefer not to answer	<input type="checkbox"/>

What religion, religious denomination or body do you belong to?

None ☐ Church of Scotland ☐ Roman Catholic ☐

Other Christian ☐ Please specify:

Muslim ☐ Please specify denomination or school below:

Hindu ☐ Buddhist ☐ Sikh ☐ Jewish ☐ Pagan ☐

Another religion or body ☐ Please specify:

I prefer not to answer this question ☐

What is your legal marital or registered civil partnership status?

Never married and never registered in a civil partnership ☐ Married ☐

In a registered civil partnership ☐

Separated but still legally married ☐ Separated but still legally in a civil partnership ☐

Divorced ☐ Formerly in a legal partnership which is now legally dissolved ☐

Widowed ☐ Surviving partner from a civil partnership ☐

I prefer not to answer this question ☐

Disability

Do you consider yourself to have a disability? (i.e. a physical or mental impairment which has a substantial and long term adverse effect upon your ability to carry out normal day-to-day activities)

Yes ☐ No ☐ I prefer not to answer this question ☐

Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months? Include problems related to old age.

Yes, limited a lot ☐ Yes, limited a little ☐ No ☐ I prefer not to answer this question ☐

Do you have any of the following, which have lasted, or are expected to last, at least 12 months? Tick all that apply:

No condition ☐

Deafness or partial hearing loss ☐

Blindness or partial sight loss ☐

Full or partial loss of voice or difficulty speaking ☐

Learning disability ☐ Learning difficulty ☐

Developmental disorder ☐

Physical disability ☐

Mental health condition ☐

Long-term illness, disease or condition ☐

I prefer not to answer this question ☐

Do you look after, or give any help or support to family members, friends, neighbours or others because of either: long-term physical/ mental ill-health/ disability; or problems related to old age? Do not count anything you do as part of your paid employment.

Yes ☐ No ☐ I prefer not to answer this question ☐

Equal Opportunities

Summary

The Valuation Joint Board is committed to the promotion of equality of opportunity. It intends that no job applicant or employee shall receive less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other non job related factor.

Through our Equal Opportunities Policy and its implementation, the Valuation Joint Board seeks to ensure that the talents and skills of its employees are utilised to the full, to the benefit of the Board and its employees.

Aims

The Valuation Joint Board aims to ensure that equality of opportunity results in non-discriminatory employment practices:

- The recruitment process will result in the selection of the most suitable person for the job. The practices will apply equally to internal and external recruitment arrangements.
- A person specification which defines the qualifications, experience and other skills required in the post, will only include those factors which are necessary and justifiable for the satisfactory performance of the job.
- Staff involved in recruitment and elected members will be familiar with the Equal Opportunities Policy and its implications, as relevant to their responsibilities with the Valuation Joint Board.
- Employees will receive training to help them to perform their jobs effectively. Training programmes, educational and vocational courses leading to qualifications relevant to their career development will be made available to staff in accordance with the business needs of the Board and through our Employee Review & Development programme. The Valuation Joint Board's commitment to Equal Opportunities will be reflected in positive action to develop employees by training, counselling, and other means, to assist them in achieving their full potential.
- Procedures have been established to address harassment in the workplace, and to inform employees that such harassment is a disciplinary offence. A non-discriminatory working atmosphere will be promoted and maintained.
- There will be no discrimination in terms of conditions of employment, facilities and benefits or potentially disadvantaged groups. The Depute ERO / Business Manager should be consulted in the establishment of any new or relevant employment policies and procedures.

Employee Responsibilities

Although the primary responsibility for the implementation, development and monitoring of equal opportunities lies with the Board and its Senior Managers, every member of staff has a responsibility to co-operate with the policy and its implementation to ensure equality of opportunity at every level. In particular, employees must:

- co-operate with measures introduced to ensure that there is equal opportunity and non-discrimination;
- not discriminate, e.g. as supervisors or as persons responsible for selection decisions in recruitment, promotion, transfer or training;
- not influence or attempt to influence other employees, Trade Unions or management to practice discrimination. For example, by refusing to accept employees from particular ethnic groups or by refusing to work with a person who has a disability; and
- ensure that the principles of equal opportunities are applied in all dealings with members of the public, and that no actions are taken which could be held to be discriminatory.
- Employees should be aware that any discriminatory behaviour may lead to disciplinary action. It is essential that staff are aware that conduct and behaviour in terms of equal opportunities legislation which they find personally offensive will not be acceptable, and support will be given to these employees feeling disadvantaged, threatened or intimidated in any way.

Privacy Statement

The Valuation Joint Board collects personal data to administer the corporate, financial and human resource functions of the Board. The lawful basis for processing personal information is necessary for the performance of a contract to which the data subject may be party. Processing of personal information is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or data subject in the field of employment.

Where personal data is collected the controller shall provide data subjects with a privacy notice which details how their information is being used. Privacy notices for the Valuation Joint Board are available on our website: www.saa.gov.uk/h-wi-vjb/privacy-notices

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