

**Part A**

**Personal Information**

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| If you have a disability, please tell us if there are any reasonable adjustments we can make to help you in your application or with our recruitment process. Please also contact us if you need the application form in an alternative format.You may complete this form by hand or using a computer. If filling it in by hand, please use black or dark blue ink to ensure it can be scanned and photocopied clearly. |
| **Business Support Manager (Finance, Procurement & Payroll)** |
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| PERSONAL |
| Surname: | Title: |
| Forename (s):(preferred name in capitals)  |
| Address for letters:Postcode: |
| Contact Telephone No: |
| Email address: |
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| Where did you find out about this appointment? |  |
| If appointed, when could you start working for us? |  |

**APPLICATION FORM**

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| You must complete an application form and submit this to us within the advertised timescale. CVs will not be accepted or considered. Late applications will not be accepted. |

**SELECTION FOR INTERVIEW**

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| The information you provide in this application form will be used to assess your suitability for the role.Candidates who best meet the required qualifications, experience, and competencies will be invited to interview.If you are successful at the application stage and invited to interview, interviews will be held at the Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS. |

**REFERENCES**

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| Please note that references will be required if we are considering an appointment following an interview.If you are successful at interview, we will ask you to provide the names of 2 referees one of which should be your present or most recent employer. The Commissioner can only make an unconditional offer of employment subject to satisfactory references.The [References Policy and Procedure](https://www.foi.scot/sites/default/files/2022-04/ReferencesPolicyandProcedure.pdf) can be viewed on the Commissioners website.  |

**PRE-EMPLOYMENT CHECKS**

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| If you are successful at interview and we make a conditional offer of employment you must successfully complete security vetting, pre-employment checks and a Basic Criminal Records check to progress to an unconditional offer of employment. **Security vetting**We will ask you to complete a security vetting form which will be processed by the Scottish Parliament’s Security Office on behalf of the Commissioner. The system of security vetting operated is similar to the national vetting systems used by UK central Government Departments, Agencies and Devolved Administrations. If satisfactory security vetting is not obtained the conditional offer of employment will be withdrawn. Pre-Employment Checks: identity and right to work in the UKThere are no nationality restrictions on who we employ. However, you must check whether there are any restrictions on your stay or on your freedom to take or change employment in the United Kingdom before you apply for a post. If you are not eligible to work in the UK then we are unable to consider your application. If you are invited to an interview, we will ask you to provide proof of your identity and your eligibility to work in the UK. The documentation required could include:* a passport or a national identity card or
* a birth certificate issued in the UK or
* a certificate of registration or naturalisation, or
* a Home Office document stating eligibility to remain in the UK

If the identity and right to work in the UK checks are not satisfactory, you cannot be appointed to the post being recruited to and may not be able to take part in any interview you are invited to.Basic criminal records checkIf you are successful at interview and a conditional offer of employment is made, you must apply for a Basic Criminal Records check via Disclosure Scotland and you will be expected to obtain this and incur the cost for the certificate. Current charges and other information on disclosure certificates can be found at the Disclosure Bureau's website ([www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)).In determining whether an unspent criminal record is relevant and would lead to withdrawal of a conditional offer of employment on the basis that the assessment of this pre-employment check is unsatisfactory, the unspent criminal record will be assessed in relation to the tasks which need to be performed and the circumstances in which the work is to be carried out.The Commissioner can only make an unconditional offer of employment once the security vetting, pre-employment checks and basic criminal records check processes are complete and satisfactory results from these checks have been obtained. |

**DATA PROTECTION**

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| Under the UK General Data Protection Regulation and the Data Protection Act 2018, information provided by you will be processed and stored to provide management information for employment purposes. You have the right to request any information held about you. More information about how we use your personal data and about your data protection rights can be found in our Privacy Notice: [Privacy notice | Scottish Information Commissioner (foi.scot)](https://www.foi.scot/privacy-notice). Please let us know if you would like us to send you a paper copy. |

DECLARATION

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| I confirm that to the best of my knowledge the information I have provided in this application form is complete and accurate and I accept that providing false information could result in any invitation to interview being withdrawn or, if I am appointed, could result in my dismissal.**I confirm that I have read and understand the declaration set out above:** **[ ]**

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| **Name:** |

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| **Signature:** | **Date:** |

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**E-mail submission of application form:**

**Please note that evidence of emailing your application does not guarantee that it has been received by us. If emailing your application, you must ensure that you receive an email acknowledgment confirming receipt of your application.**

Please complete this form and return it by e-mail or post by **noon on Wednesday 29 October 2025** to:

**Scottish Information Commissioner**

**Kinburn Castle**

**Doubledykes Road**

**St Andrews, Fife**

**KY16 9DS**

**Email:** recruitment@foi.scot

**Part B**

**Skills, Knowledge and Experience**

**Please do not include in this Part B any personal information that could identify you, for example, name or title, age or gender, email address, postal address, telephone number or nationality or immigration status. This will help us recruit based on your knowledge and skills and not on your background, gender or ethnicity.

EDUCATION**

Please list the highest qualifications you achieved during school and any further education

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| --- | --- | --- | --- | --- | --- |
| **Subject** | **Grade** | **Pass Level** | **Subject** | **Grade** | **Pass Level** |
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Please provide details of any higher education undertaken

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| **University or college** | **Degree or qualification obtained** |
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Please provide details of any professional qualifications held but not listed above

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| **Qualification** | **Relevant body** |
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### EMPLOYMENT

Current or most recent employer

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| Current or most recent employer |  |
| Position held |  |
| Date employment started |  | Date employment ended |  |
| Key responsibilities and duties and main achievements |
| Previous Employers  |
| Employer |  |
| Position held |  |
| Date employment started |  | Date employment ended |  |
| Key responsibilities and duties and main achievements |
|  |
| Employer |  |
| Position held |  |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements |
| Employer |  |
| Position held |  |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements |
|  |
| Employer |  |
| Position held |  |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements |

|  |  |
| --- | --- |
| Employer |  |
| Position held |  |
| Date employment started |  | Date employment ended |  |
| Key responsibilities of post and main achievements |

Please copy this sheet and continue, if required.

**ESSENTIAL AND DESIRABLE EXPERIENCE, SKILLS & KNOWLEDGE**

**Please note that we will not consider CVs.**

Within the application pack you will have been provided with information which sets out the purpose of the job, responsibilities and person specification.

The person specification sets out the general experience, skills and knowledge required for this role. We would like you to explain in the sections below how you satisfy each of these requirements.

Please try to avoid giving general responses and provide evidence based on your experience.

You may also use the space provided to include any other information which may be relevant to your application.

The selection panel will not make assumptions as to the skills and experience you have gained, for instance, through a job or title, but you may wish to refer to specific roles you have held in the examples you provide.

As well as considering the substance of your response, the selection panel will also consider your written communication skills in completing this application form.

Please limit your answers to a maximum of 800 words per section and try to provide different examples where possible.

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| **Please indicate how you meet the essential criteria for this role**  |
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| **Please indicate how you meet the desirable criteria for this role** |
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| **Please also provide details of any skill or experience you have which is not detailed elsewhere and which you think are relevant to this post.** |
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