

Turning Point Scotland is a national social care organisation. We work only in Scotland, helping different people across the country.

### **TPS mission**

Turning Point Scotland provides person centred support to adults with a range of complex needs. We learn from services and service users and seek to influence social policy.

### **Our key messages**

- We make services fit people;
- People who use our services are at the heart of everything we do;
- We value our staff and the commitment they give to the organisation;
- We listen and act on the views of our internal and external stakeholders;
- Turning Point Scotland is an effective organisation and operates to the highest standards in all areas;
- Turning Point Scotland supports adults with complex needs; and
- We aim to learn from services and influence social policy.

### **Services**

We manage 35 services throughout Scotland across 113 service user sites. In 2006/07 Turning Point Scotland supported 14,182 service users throughout Scotland.

### **Complex needs**

We work with homeless people, those living with mental health issues and learning disabilities, substance misuse, criminal justice issues, Huntington's disease, early onset dementia, autism and acquired brain injuries.

### **Staff**

In 2006/07 Turning Point Scotland employed 1125 people, of whom 899 were permanent and 226 were sessional workers.

TPS has an employee representative council, EAR4U which aims to provide a forum for staff to have their voice heard.

A staff survey "My View" is circulated to a proportion of staff each year which provides management with a range of employee views, and identifies areas for improvements to benefit employees and service users.

### **Board**

Turning Point Scotland is governed by a Board of Directors which is responsible for the overall determination of the company's business plan and organisational policy. The Board also monitors the performance of the Chief Executive.

The Board meets five times a year and consists of up to 12 members. Each Director may serve for two periods of three years and then must resign.

The Directors are unpaid volunteers and include professional working and retired people appointed following public advertisements which specify the skills and knowledge needs of Turning Point Scotland.

For more information on all aspects of Turning Point Scotland please log onto [www.turningpointscotland.com](http://www.turningpointscotland.com)

## **Application Form Guidance Notes**

These notes of guidance are designed to assist you to complete the attached application form. Please read this guidance carefully before you complete the form. All recruitment documents and correspondence can be provided in alternative formats. If you require assistance because of a disability, in completing your application or with the recruitment process in general, please contact the telephone number listed in the advertisement.

### **Notes**

- Please use black ink/print when completing the form.
- Please complete **ALL** sections of the application form with the information required, including the post applied for and reference number.
- Please use the standard application form. **DO NOT** enclose a CV or any other documents with this application, as these will not be considered.
- If you need additional space, please use a continuation sheet and mark it clearly with your name and the position applied for on each page and ensure that these are securely attached to the application form.

### **Education and Training**

- Some posts do not require formal qualifications. However, if qualifications and/or training are specified in the person specification, please ensure that you demonstrate that you meet the minimum required.
- Please ensure that you detail any professional qualifications/membership if applicable giving your registration and/or pin numbers where appropriate.

### **Previous Employment**

- This section enables you to list, in chronological order, details of your employment history. List, in date order, with most recent first brief details of your previous employment history. Include periods of vacation, temporary or voluntary work and any gaps in your employment record eg. career break, unemployed etc.

### **Supporting Statement/Additional Information**

- Use this part of the form to tell us how your abilities, skills, experience and knowledge match those required in the **Person Specification**.
- Turning Point Scotland values underpin the work that it does in supporting service users. Please describe the values that you will bring to the organisation within the supporting statement.
- Please limit your supporting statement to no more than two sides of A4.

- Remember to consider experience from previous work, both paid and voluntary, education and leisure interests.
- Internal candidates should not assume that those handling this application will have any knowledge of them and their ability to do the job.

### References

- Commencement of employment with Turning Point Scotland is conditional upon receipt of two suitable and satisfactory written references.
- The first reference must be your **present or more recent employer and is normally your direct line manager**. This should not be a colleague, subordinate, partner, friend or relative.
- The second reference where possible should be from a previous employer other than your current or most recent employment. However, references could also include a head teacher, college/university tutor or someone you have worked for in a voluntary capacity.
- If you have no related work experience or are returning to work after being out of the workplace for some time, please provide details of two referees who can say something about your suitability for this type of work. This should be a professional person eg doctor, teacher, minister or priest etc.
- If you are shortlisted for an interview it is our policy to approach referees prior to the interview, where permitted by yourself. Please indicate if you permit this on the application form
- If you are selected for interview and you have provided a referee who is considered to be unsuitable, you will be asked to provide an alternative.
- All references and referees will be verified by TPS.

### Absence Management

Please ensure you complete the section where asked to supply the number of days you have been absent from work in the past year as this will be discussed at interview.

### Equal Opportunities Monitoring Form

- This section is necessary in order to provide statistical information that can help assess the effectiveness of the organisation's equal opportunities policy. This information is **confidential** and will not be seen by anyone as part of the selection procedure.

### Disability

- Turning Point Scotland is an equal opportunities employer and welcomes applications from disabled candidates.

- As holders of the Positive about Disabled People symbol, it is our policy to interview all applicants with a disability who meet the minimum criteria of the Person Specification.

### **Criminal Records Declaration**

- **All** applicants must complete, sign and return the declaration form.
- If you are applying by **post** please return the completed form in a sealed envelope along with your completed application form.
- If you are applying **online** please return the completed form with your application form. You will be asked to sign this at interview.
- **Failure to do so will not permit your application to be considered further at this stage.**

### **Receipt of applications**

- As a voluntary organisation and a registered charity we have to monitor administrative costs carefully. It is therefore our policy only to acknowledge receipt of applications for those candidates who have been shortlisted for interview.

### **Data Protection**

- All information provided with this application form will be held and processed in accordance with the Data Protection Act 1999.
- If offered a job by Turning Point Scotland, all personal information in connection with this application will be retained.
- If unsuccessful, all recruitment information will be destroyed four months after the completion of the recruitment process.