



Dumbarton Area Council on Alcohol – Guidance for Job Applicants

Thank you for your interest in the Dumbarton Area Council on Alcohol (DACA). DACA is committed to finding the best people to join our team, and we want to provide you with appropriate guidance to help you make best use of the opportunity.

Please read these notes carefully before completing your application form, as they have been written specifically to help you with this process.

1. The application form is the only means we use to assess your suitability for the job prior to interview. We will not take into account any personal knowledge of you, even if you are an internal applicant or former employee. For fairness, we must only take into consideration the quality of the information provided on the application form, so please carefully consider the job description and person specification and provide suitable evidence of your skills and experience against the competencies listed.
2. Internal candidates should notify your line manager that you are applying prior to submitting your application.
3. In completing the application form you should address each criterion in the person specification. You should provide examples of previous or current experience that clearly demonstrate that you meet the specification. We cannot make any assumptions based on previous similar roles; you must clearly demonstrate your experience, using precise examples. This should be included in the 'additional information' section of the application form.
4. Experience and skills may have been gained from a work environment or volunteering, but you may also wish to draw on skills developed outside of work. For example, in a home setting or through social/community activities – bringing up a family, caring for a loved one, interest in local campaigns etc.
5. Please tell us about any gaps in your employment and education history.
6. All qualifications declared in your application form will require to be evidenced if you are selected for employment.
7. Please complete all sections. It is our intention to appoint the most suitable candidate for every vacancy in accordance with our Equal Opportunities policy. To do this we need all applicants to provide relevant information about themselves to be assessed against the criteria in the person specification.
8. Please do not include a CV, as this will not be considered. For fairness and consistency, we will only consider applications made on our application form.

9. The application form may be reproduced by you, providing it is in the same format and all questions are answered. We would prefer electronic applications in Microsoft Word format, but will consider other electronic/word processing formats, providing we are able to access and read. If you are completing the form in your own handwriting, please use black ink and make sure that your writing is clear and legible. Forms which are uncompleted or very difficult to read will unfortunately not be considered.
10. If you need help filling in the form, please contact us as soon as possible.
11. Please provide any necessary supplementary information on additional sheets – which you should ensure are clearly marked as such and safely attached to your form.
12. Any information that you provide will be treated as confidential, and will not be disclosed to third parties.
13. As a charity working with vulnerable people, safeguarding and protection are vital elements of our work. We will always carry out careful reference checks. Written references must be obtained prior to a formal offer of employment. References should be from your two most recent employers. If a reference is not available from a previous employer, then one reference should be provided by an educational or professional person to whom you are known.
14. Please carefully note the closing date for your application. If you are returning your application by post, please allow sufficient time for postage. Applications received after the published closing date may not be considered.
15. Please complete the equal opportunities monitoring form. DACA is committed to a policy of equality of opportunity in employment and recruitment, and we carefully monitor this. Applications are considered only on the basis of suitability for the post, and do not consider sex, race, ethnic origin, disability, age, marital status, sexual orientation or religious affiliation. All equal opportunities monitoring forms are removed from applications prior to short listing.
16. PVG membership is required for the majority of DACA jobs, and will be clearly stated in the job description/advert. If you are successful after interview, you will be asked to complete a PVG form and provide adequate identification (ie passport, driving licence, utility bill etc).
17. Having a criminal record will not necessarily debar you from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record, which we believe is relevant to the post, we will discuss this with you at interview.

Short-listing and interviews :

1. DACA will always let you know the outcome of your application.
2. Candidates not shortlisted for interview will be notified by email within 10 days of the closing date (those without email will be notified by post, and notification will be within 2 weeks of closing date).
3. Interviews will be held in West Dunbartonshire, and may include competency based questions or occasionally a task – details will be provided in advance. Interview panels are likely to be comprised of 2 to 3 members of DACA management team or volunteer executive committee. Occasionally, we will ask a trusted community partner to sit on our interview panels. Applicants will be notified in advance of interview panel members.

Submitting your completed form :

You can return your form in the following ways :

- By email, to the address mags.mackenzie@daca.org.uk
- By post. Please send to :
Mags Mackenzie, Chief Executive
Dumbarton Area Council on Alcohol,
Westbridgend Lodge,
Westbridgend,
Dumbarton, G82 4AD
- By hand delivery, to the above address.
- For postal/hand delivery, please mark your envelope 'Private'