

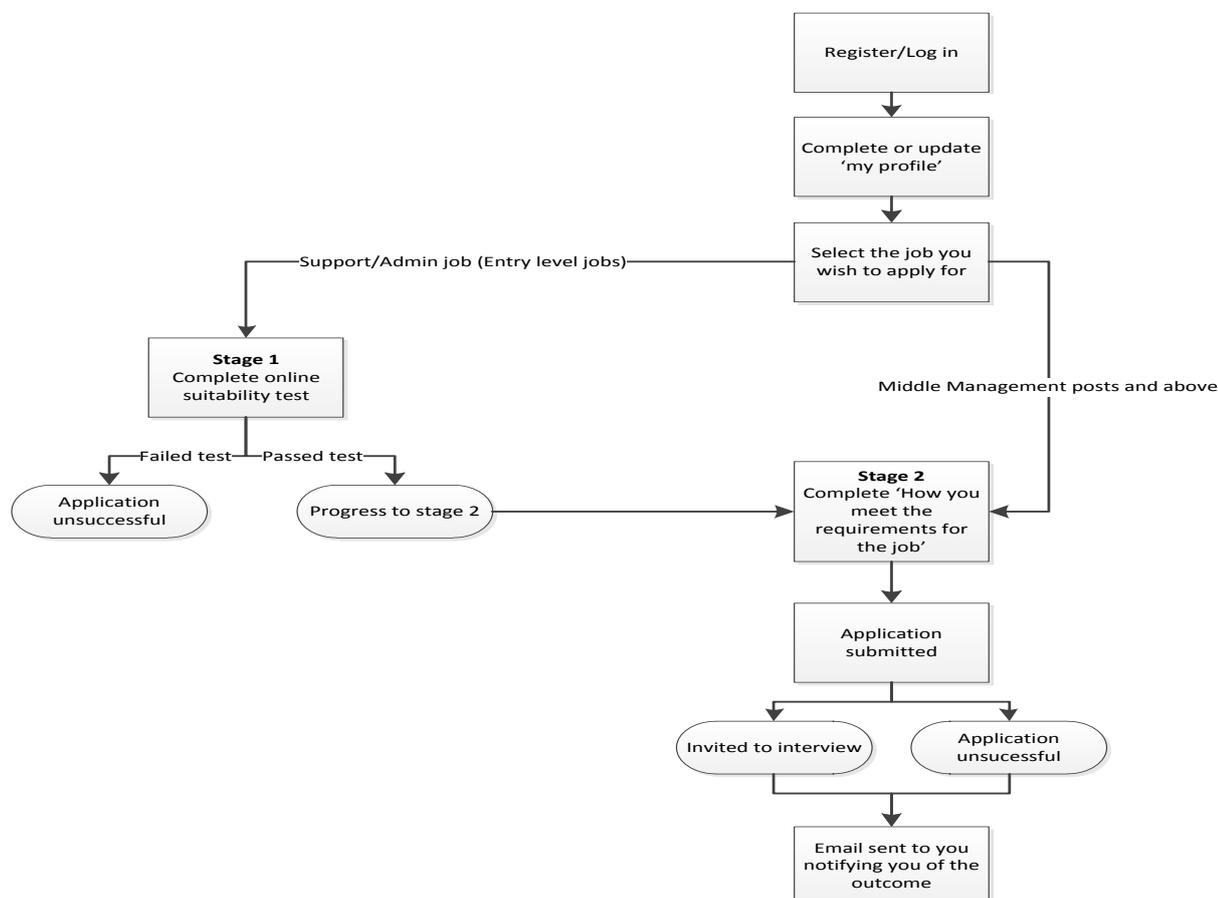
<h2 style="margin: 0;">How to complete the online application</h2>	 <p style="margin: 0;">Scottish Courts and Tribunals Service</p>
--	--

These guidelines have been developed to assist you with completing your online application and cover the following:

1. [Our recruitment process](#)
2. [Registering/Logging in](#)
3. [Setting up and editing your career profile](#)
4. [Applying for jobs \(once your profile is complete\)](#)
5. [Manage your job alert preferences](#)
6. [Manage your talent bank preferences](#)

1. [Our recruitment process](#)

The flow chart below shows an overview of the different stages of our recruitment process:



2. Registering/logging in

If you wish to view and print further information about the vacancy before applying you can do so by selecting the ‘View current vacancies’ link on our website. You will be shown a screen similar to the one below, select the vacancy you wish to see further information about from the list.

WELCOME

Welcome to the Scottish Court Services job page. To view more information about our current jobs click on the vacancy in the list below. This will take you to the job details page which provides further information about the vacancy.

To apply for a job with the Scottish Court Service you will need to register. Once logged in complete the 'My profile' section then select the job you wish to apply for. If you are already registered please log into your profile by clicking 'log in'.
 For general information, guidance and technical support please email recruitment@scotcourts.gov.uk

Please note we are not able to accept CVs as a form of application for our jobs.

LIVE JOB VACANCIES

	Closing Date	Job Title	Location / Contract Type / Number of Posts
Select	01/08/2014	Personnel Administrator	Perth Sheriff Court Full-Time 1
Select	01/08/2014	Fines Enforcement Officer	Perth Sheriff Court Full-Time 1
Select	01/08/2014	Clerk/Typist	Perth Sheriff Court Full-Time 1 Falkirk Sheriff Court Full-Time 1 Peebles Sheriff Court Full-Time 1 Aberdeen Sheriff Court Full-Time 1

Scottish Courts and Tribunals Service can make details of all posts available in an alternative format. If you require this service, please e-mail recruitment@scotcourts.gov.uk or telephone 0131-444-3433 or 0131-444-3432.

Log in- If you are already registered with us (account created after 19th January 2015) enter your User name and password into the appropriate boxes to access your career profile. If you registered on our old system prior to 19th January 2015 you will need to create a new account by clicking the register button on our website.

LOG IN TO THE SCS ON-LINE RECRUITMENT SYSTEM

To access your existing profile enter your registered log in details below. If you are new to us please create a new account to:

- Apply for a job
- Manage your **Job alerts** - Let us do the hard work for you and take the hassle out of job hunting.
- Join our **talent bank** - Let us know if you want to be considered for temporary work and/or work experience opportunities

You can choose to deactivate these features and unregister at any time.

Log in Form

User name

Password

[Register](#) if you don't have an account.
[Click Here](#) to reset your password if you've forgotten it.

Password reset - If you've forgotten your password you can request to have this reset by clicking the link as shown above and entering your registered email address. If your details match those on our records an email containing a link to reset your password will be sent to that email address.

The screenshot shows the 'PASSWORD RESET' page on the Scottish Courts EROL website. The page header includes the Scottish Courts logo and the text 'Employment Opportunities EROL - E-Recruitment OnLine'. A '[Log In]' link is visible in the top right. The main content area contains the following text: 'Enter your Username then click the reset Password Button below to continue. EROL will send you an email with a link to your registered email address. Follow instructions in the email to complete the reset of your password.' Below this text is a form with a label 'Email Address' and an input field. To the right of the input field is a button labeled 'Reset Password'. At the bottom of the form is an orange 'EXIT' button with a downward arrow.

Register - To register for the first time please click the 'register' link and complete the information as shown below.

The screenshot shows the 'Registration Form' page on the Scottish Courts EROL website. The page header includes the Scottish Courts logo and the text 'Employment Opportunities EROL - E-Recruitment OnLine'. A 'Home' link is visible in the top left, and a '[Log In]' link is in the top right. The main content area contains the following text: 'USE THIS FORM TO CREATE A NEW ACCOUNT'. Below this is a paragraph: 'Please enter your details below to apply for vacancies, register for job alerts and join our talent bank for temporary appointments and work experience. Please note that the email address and contact information you supply will be used to contact you so please make sure it is correct.' This is followed by a bolded instruction: 'To ensure you receive all correspondence relating to your application please check your spam / junk mail setting to ensure that email from scotcourts.gov.uk is not treated as spam / junk mail.' The registration form itself is enclosed in a box and includes the following fields: 'User name', 'Email address', 'Password', and 'Confirm password'. A note above the fields states: 'Passwords are required to be a minimum of 10 characters in length.' At the bottom of the form are two buttons: 'Register' and 'Cancel'.

Once registered/logged in you can do the following:

- Set up and edit your career profile
- Apply for jobs (once your profile is complete)
- Manage your job alert preferences
- Manage your talent bank preferences

Note: You can choose to deregister your profile and delete your details from our system at any point.

3. Setting up and editing your career profile

Once logged in select the 'My Profile' tab (as shown below) to edit your existing career profile or to enter your details for the first time.

Scottish Courts Employment Opportunities EROL - E-Recruitment OnLine

My Profile My Job Applications My Job Alerts Talent Bank

Hennessy82 is logged in [[Log Out](#) [Change Password](#) [De-Register](#)]

WELCOME

Welcome to the Scottish Court Services job page. To view more information about our current jobs click on the vacancy in the list below. This will take you to the job details page which provides further information about the vacancy.

To apply for a job with the Scottish Court Service you will need to register. Once logged in complete the 'My profile' section then select the job you wish to apply for. If you are already registered please log into your profile by clicking 'log in'.
For general information, guidance and technical support please email recruitment@scotcourts.gov.uk

Please note we are not able to accept CVs as a form of application for our jobs.

LIVE JOB VACANCIES

	Closing Date	Job Title	Location / Contract Type / Number of Posts		
Select	01/11/2014	Personnel Administrator	Perth Sheriff Court	Full-Time	1
Select	01/11/2014	Fines Enforcement Officer	Perth Sheriff Court	Full-Time	1
Select	01/11/2014	Clerk/Typist	Perth Sheriff Court	Full-Time	1
			Falkirk Sheriff Court	Full-Time	1
			Peebles Sheriff Court	Full-Time	1
			Aberdeen Sheriff Court	Full-Time	1

My Profile

Most recruitment correspondence will be made via email so please make sure you have fully completed all of the tabs within the 'my profile' section. Please check your spam/junk mail folders for any correspondence relating to your application as some emails may have been directed there by your email providers security settings.

Scottish Courts Employment Opportunities EROL - E-Recruitment OnLine

Home Personal Equality Civil Service Personal Character Employment History Qualifications About You Referees Equal Opportunities

Test User is logged in [Log Out] [Change Password]

PERSONAL DETAILS

As part of our commitment to equality and diversity this recruitment system automatically anonymises your personal information once submitted and a non identifiable application number is automatically generated. The selection panel will only see the evidence you have provided which demonstrates how you meet the skills and behaviours required for the job. Please complete all sections and check your application carefully to ensure you do not leave out any details. Missing information or submitting false details may result in any employment offer made by us being withdrawn.

Title: Mr

Forename(s): Scott

Surname (or family name): Courts

Address: 1 Court Street
Edinburgh

Post Code: EH11 3XD

Telephone Number (including local code): 0131 123456

Mobile Number: 07123456789

Email Address: recruitment@scotcourts.gov.uk

National Insurance Number: GF123456T

Date of Birth (dd/mm/yyyy): 15/06/1982

<< PREVIOUS EXIT NEXT >>

Incorrect/ missing information will be shown with a **red error message** next to the relevant field. Once 'my profile' is fully completed you can start to apply for jobs with the Scottish Courts and Tribunals Service. Your information will be stored for future applications to save you time having to reenter your basic information again. **You just need to make sure you keep your profile updated to reflect your current career profile and circumstances if anything changes.**

Further information regarding each of the sections in 'my profile' can be found below:

[Personal details](#)

Please ensure you check the information you enter in this section fully as this will be used to contact you about your application.

[Equality](#)

Please use this part to indicate if you consider yourself to have a disability as defined by the Equality Act 2010 and whether you wish to be considered under the Guaranteed Interview Scheme. The Scottish Courts and Tribunals Service hold the Disability symbol (Guaranteed Interview Scheme) and is

committed to interviewing any candidate with a disability that fully meet the minimum (essential) criteria for the post. The 'essential' criteria for the post are those which applicants must meet in order to do the job.

Right to work in the civil service

To be eligible for appointment you must be legally entitled to work and remain in the UK and be eligible for appointment to the UK Civil Service. You can access information about Nationality requirements by selecting the link provided in the system. **If you fail to meet the nationality eligibility criteria and the right to be employed in the UK Civil Service your application may be rejected.**

Personal Character

The Scottish Courts and Tribunals Service are exempt from the Rehabilitation of Offenders Act 1974 so you must disclose **all** previous convictions regardless of whether they are spent or unspent. All successful applicants will be security checked through a 'Standard' level Disclosure check. Disclosure Scotland checks are designed to enhance public safety by providing potential employers and organisations with criminal history information on individuals applying for posts. Disclosure Scotland issue certificates - known as "Disclosures" - which give details of an individual's criminal convictions or state that they have none. This means that even minor convictions, perhaps dating from years ago, are included on the Disclosure. Withholding information in your application risks any employment offer being withdrawn.

Indicate using the drop down options whether you have been convicted or found guilty of an offence, put on probation, conditionally discharged or bound over after being charged with any offence. You should include motoring, but not minor offences such as speeding or parking tickets. If you indicate 'Yes', click the 'add conviction' button to enter the details. Repeat the process to record all convictions. You can edit or delete a conviction you've entered by clicking on the entry. ***Please note that answering YES to any of the questions will not necessarily bar you from appointment, however these details will be taken into account and your application may be rejected after further consideration.***

Bankruptcy/Insolvency - You should also indicate in this section if you are insolvent, a person in respect of whose property a Receiving Order is in effect and/or undischarged bankrupt. The civil service management code specifies in the Conduct: Standards of Propriety section (4.3.2) that departments and agencies must ensure civil servants who are bankrupt or insolvent are not employed on duties which might permit the misappropriation of public funds. As such, if you declare bankruptcy/insolvency on your application, consideration will be given to the nature of the role and whether you should be sifted out.

Employment History

You should provide information on your employment/ education (if little or no work experience) at least up to the last 5 years, beginning with your most recent. Please explain any gaps in employment or full time education. You should include periods of unemployment or voluntary work and time spent caring for relatives. If you have spent 6 months or more over the past 3 years abroad please give a reasonable account and details of this.

Qualifications

You should detail any relevant qualifications or professional memberships relevant to your application. These may include, but are not limited to, Standard Grades, Highers, SVQs, HNDs and Degrees. You should provide details of the subject, the type of qualification, grade/band, awarding institution and the year attained. If the job you are applying for requires you to have certain qualifications, you should bring the original copies of these with you to interview.

About you, referees and Equal opportunities

The Scottish Courts and Tribunals Service are fully committed to equality, diversity and inclusion. To fulfill this commitment it is necessary for us to monitor the applications we receive to ensure that all applicants are treated fairly. Your response to these sections will not be available to those assessing any application you make.

Once you have completed 'my profile', click the 'home' tab to return to the main menu.

3. Applying for jobs (once your career profile is complete)

Scottish Courts Employment Opportunities EROL - E-Recruitment OnLine

My Job Applications | My Profile | My Job Alerts | Talent Bank

Test User is logged in [[Log Out](#) | [Change Password](#) | [De-Register](#)]

WELCOME

Welcome to the Scottish Court Services job page. To view more information about our current jobs click on the vacancy in the list below. This will take you to the job details page which provides further information about the vacancy.

To apply for a job with the Scottish Court Service you will need to register. Once logged in complete the 'My profile' section then select the job you wish to apply for. If you are already registered please log into your profile by clicking 'log in'.
For general information, guidance and technical support please email recruitment@scotcourts.gov.uk

Please note we are not able to accept CVs as a form of application for our jobs.

LIVE JOB VACANCIES

	Closing Date	Job Title	Location / Contract Type / Number of Posts		
Select	01/08/2014	Personnel Administrator	Perth Sheriff Court	Full-Time	1
Select	01/08/2014	Fines Enforcement Officer	Perth Sheriff Court	Full-Time	1
Select	01/08/2014	Clerk/Typist	Perth Sheriff Court	Full-Time	1
			Falkirk Sheriff Court	Full-Time	1
			Peebles Sheriff Court	Full-Time	1
			Aberdeen Sheriff Court	Full-Time	1

Once your career profile is completed you can start to apply for jobs within the Scottish Courts and Tribunals Service by selecting the job you are interested in applying for from the list of vacancies. This will take you to a screen which provides links to the person specification and job description documents which tell you more about the job and the skills we are looking for. The person specification sets out the essential and desirable criteria which the selection panel will use to assess applicants against to determine their suitability for the job, so we recommend that you refer to the Person Specification when completing your application. It may benefit you to save these documents or print them off for easy reference.

Scottish Courts Employment Opportunities EROL - E-Recruitment OnLine

My Job Applications | Personal Details | CV Details

JOB DETAILS

Job Title: Fines Enforcement Officer
 Closing Date for Application: 01/08/2014

Location	Contract Type	No. of Posts
Perth Sheriff Court	Full-Time	1

Salary Range: 12000 - 14000

FURTHER INFORMATION

Click on the icons below to access further information about this vacancy. All applications will be assessed and scored against the values and behaviours documented in the person specification, so you must ensure that your application provides specific examples of how you meet each of the criteria.

[Job Description](#)
[Person Specification](#)

For further information, contact Scottish Court Service

[APPLY](#) [CANCEL](#)

From this screen click the 'apply' button to start your application. Depending on the type of role you are applying for there will be different requirements. These are shown below:

Suitability test (For support role and administrative roles only)

The screenshot shows the 'Scottish Courts' EROL - E-Recruitment OnLine interface. At the top, there is a header with the Scottish Courts logo and the text 'Employment Opportunities EROL - E-Recruitment OnLine'. Below the header, the main content area is divided into two columns. The left column is titled 'Welcome Rose' and contains the following text: 'We need you to complete this: AA-AO Non-Court. The activities you've been asked to complete as part of this process are listed below. Rollover each activity for a description of what you will need to do. Click on an activity when you're ready to complete it. You can take a break by clicking Sign Out and signing back in later on.' Below this text is a list of three activities, each with a radio button and a link: 'B2C verbal reasoning test', 'B2C numerical reasoning test', and 'Scottish Court Service SJT - AA-AO NC'. At the bottom of this list are two buttons: 'Sign Out' and 'Next'. The right column is titled 'B2C verbal reasoning test' and contains a description of the test: 'This gives you the opportunity to get to grips with the kinds of demands, challenges and decisions you would deal with in a mid-level role. Your responses enable us to assess the reasoning abilities you could bring to the role. This assessment is likely to take you around 10-15 minutes to complete.' Below this description is a section titled 'The progress indicators' which shows three indicators: a blue circle indicating 'You have finished this activity.', a grey circle indicating 'You are partway through this activity; you need to return and finish it off.', and a grey circle indicating 'You have not started this activity yet.'

For our entry level positions (Support grade and Administration level) there are no minimum qualifications required. All applicants will however be required to pass our suitability test. Depending on the type of role you are applying for this will comprise of 3 of the following elements. All parts of the test must be completed in order to progress. We recommend that you read [our guide for candidates taking our online tests](#) before you begin.

How you meet the requirements of the post

If you are applying for a post with multiple locations and/or contract types please select those you wish to be considered for by putting a tick in the relevant boxes. You will see the headings of the sections detailed on the person specification listed. You should select each heading and enter your responses for how you meet that element of the person specification.

APPLICATION FOR CLERK/TYPIST

As part of the Scottish Court Services commitment to equality and diversity our recruitment system automatically anonymises your personal information once an application for a vacancy is submitted and a generic application number is generated. The selection panel only sees the evidence you have provided which tells them how you meet the skills and behaviours required for the job. Please check your details carefully and ensure you do not leave out any details of your personal history, as this may affect your employment with us.

INDICATE LOCATIONS

Which Locations/Contract Types are you applying for?
You can select multiple Locations/Contract Types.

Aberdeen Sheriff Court : Full-Time
 Falkirk Sheriff Court : Full-Time
 Peebles Sheriff Court : Full-Time
 Perth Sheriff Court : Full-Time

HOW DO YOU MEET THE REQUIREMENTS OF THE POST

Please specifically address all values and behaviours contained in the person specification by providing specific relevant examples to demonstrate how you meet them. Feel free to give examples from work situations, family/home responsibilities, leisure or voluntary activities, education or training.

Click on an entry below to enter details.

	Skill Area	Importance	Your Response
Select	Item One...	Essential	...
Select	Item Two...	Essential	...

You can view the Person Specification Document by clicking the following link: [Person Specification](#)

<< PREVIOUS
EXIT
NEXT >>

When you select a heading you will be taken to a screen similar to the one below. When completing your responses you must ensure you provide **specific examples** from your past experience which shows how you meet the skills noted in the person specification. Remember that relevant experience is not always obtained from a formal work setting, so consider any voluntary work, courses, education, placements or leisure activities that show your abilities. This will be particularly useful if you have never been in paid employment or have not worked for a long time.

When providing examples, use the STAR model below to ensure your responses are robust:



Situation
Task
Action
Result

Describe the situation and explain what happened

Outline the task you had to complete and describe your responsibilities

Explain the steps that you took or the decisions you made

Explain the outcomes of your actions, benefits from your action and what was learnt from the experience

You can gain an understanding of what makes a good response from the information below.

WHAT DOES A GOOD RESPONSE LOOK LIKE?



One of the common errors applicants make is that they give generic responses when it comes to detailing how they meet the requirements of the post or they make general assertions about meeting the specification but do not support this up with appropriate examples. As indicated above, we are looking for specific information and examples which back up what an applicant is saying.

The following examples demonstrate this so you can gain an understanding of what we are looking for when assessing. In relation to a requirement to have experience of improving processes applicants could answer in different ways, as follows:

Example 1 (Poor response):

One my key skills is improving processes and I believe the key to this is exploiting information technology. Process improvement is fundamental to ensuring savings are made for the organisation both in terms of time and increased efficiency. I have utilised this skill throughout my career and I believe my track record clearly demonstrates that I can add real value to your organisation.

Example 2 (Good response):

One of my core skills is recognising where process improvements can be made to deliver efficiency and identifying solutions to make cost savings. An example of this is at Seinfeld Consultancy where I identified that our manual process for recording queries on a tally sheet was time intensive, difficult to process and challenging to analyse. I undertook some analysis of the current process and calculated that the department spent on average 7 hours per week recording, processing and analysing query data. This meant that around 52 days per year was being spent on this task at a cost of £4,500.

I investigated a number of query management systems and produced a system specification to enable a procurement exercise to be undertaken to find an electronic solution. The result was that I introduced a new electronic query management system to the organisation at a cost of £6,000. The new system reduced the time spent recording, processing and analysing query data by 5 hours per week, saving £3,000 of resource in the first year. In addition the new system enabled me and other managers to easily analyse query trends and monitor response times to customer queries, this helped to identify a number of other key areas for improvement to be identified and gave a key measure to monitor service deliver in terms of response times for our customer base.

Once you have completed the 'How you meet the requirements of the post' section you will be asked a couple of quick questions about where you saw the vacancy advertised, why you applied for the job

and will also have a chance to give us feedback.

Scottish Courts Employment Opportunities EROL - E-Recruitment OnLine

Home My Job Applications My Profile My Job Alerts Talent Bank

APPLICATION FOR CLERK/TYPIST

WHY HAVE YOU APPLIED FOR THIS POST

I am attracted to working with the SCS because:

- I want to work in the justice sector
- I want to work for the Civil Service
- I need a job
- I am seeking job security
- I am looking for my first job
- The total reward package looks attractive
- The SCS will develop my current skill set and make use of my transferable skills
- The company reputation - I have a strong desire to work for SCS
- There is a clear career path available with SCS
- The job looks interesting
- Other (please specify below)

Please provide details if Other was selected

MEDIA

In order that we can monitor the effectiveness of our recruitment advertising, please tell us where you learned of this vacancy. If press, please state which publication.

Referred by a friend/family member

* - Please provide further details.

Please note: The information you provide in this section will not be seen by the selection panel nor be used to determine your suitability for appointment. This information is solely used by our recruitment team to determine the effectiveness of our advertising, systems, processes and helps us identify future improvements.

[Declaration](#)

The final step is to carefully read the declaration and put a check in the box to show that you accept the declaration. You may now either submit the application or save the application to return to later. If you wish to modify the application before submitting it, click the <<Prev button.

If you submit the application you should receive an email acknowledging that your application has been received. If you do not receive this email please check your junk/spam folder. If you still don't have the email please contact recruitment@scotcourts.gov.uk. **Once submitted you will not be able to change the application.**

Scottish Courts

Employment Opportunities
EROL - E-Recruitment OnLine

HomeMy Job ApplicationsMy ProfileMy Job AlertsTalent Bank

APPLICATION FOR CLERK/TYPIST

AND FINALLY...

You have now filled in the required information. You can either submit the application (clicking the 'Submit Application' button) or you can save your application to modify at a later date (clicking the 'Save Application' button).
If you submit your application now you will not be able to change your responses and it will be sent to the Scottish Court Service for consideration. Once submitted you will receive an email confirming receipt.
To ensure you receive this email and all future communication relating to your application please ensure scotcourts.gov.uk is added to your contacts/safe list. If you do not receive an email please check your spam/junk folder.

DECLARATION

I declare that all the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or that I may be dismissed if I have given false information or withheld relevant details. I understand the information given on this form will be stored for the purposes of Personnel Administration and statistical analysis and the Scottish Court Service is registered under the Data Protection Act 1998.

Please check this box to show you accept the declaration.

Submit ApplicationSave Application

<< PREVIOUSEXIT >>

Once you submit your application online you will receive an automated email from our Recruitment system to confirm we have received your application. **Please note that all recruitment correspondence will be made via email. Please therefore ensure that you check your spam/junk mail folders for any correspondence relating to your application as some emails may have been directed there by your email provider's security settings.**

You are currently not able to print your application at the end of the application so if you need a copy of your submitted application please email recruitment@scotcourts.gov.uk

If we feel your skills and experience do not match the role you have applied for, we will contact you by email to let you know that you have been unsuccessful on this occasion. Please note, that due to the volumes of applications we receive for some posts, we are not always able to provide feedback at the application stage.

4. Managing your job alert preferences

Scottish Courts Employment Opportunities EROL - E-Recruitment OnLine

My Profile My Job Applications **My Job Alerts** Talent Bank

Hennessy82 is logged in [Log Out Change Password De-Register]

WELCOME

Welcome to the Scottish Court Services job page. To view more information about our current jobs click on the vacancy in the list below. This will take you to the job details page which provides further information about the vacancy.

To apply for a job with the Scottish Court Service you will need to register. Once logged in complete the 'My profile' section then select the job you wish to apply for. If you are already registered please log into your profile by clicking 'log in'.
For general information, guidance and technical support please email recruitment@scotcourts.gov.uk

Please note we are not able to accept CVs as a form of application for our jobs.

LIVE JOB VACANCIES

	Closing Date	Job Title	Location / Contract Type / Number of Posts
Select	01/11/2014	Personnel Administrator	Perth Sheriff Court Full-Time 1
Select	01/11/2014	Fines Enforcement Officer	Perth Sheriff Court Full-Time 1
Select	01/11/2014	Clerk/Typist	Perth Sheriff Court Full-Time 1
			Falkirk Sheriff Court Full-Time 1
			Peebles Sheriff Court Full-Time 1
			Aberdeen Sheriff Court Full-Time 1

Logos: POSITIVE ABOUT DISABLED PEOPLE, Full Positive, ilm Accredited Centre, SQA Approved Centre, Civil Service Commission, CUSTOMER SERVICE EXCELLENCE, Stonewall DIVERSITY CHAMPION

You can manage your job alert preferences by selecting the 'My job alerts' tab. This will take you to a screen similar to the one below:

Scottish Courts Employment Opportunities EROL - E-Recruitment OnLine

Home My Profile My Job Applications **My Job Alerts** Talent Bank

ADD JOB ALERT DETAILS

Let us do the hard work for you and take the hassle out of job hunting. To activate emailed job alerts for future vacancies that arise within the Scottish Court Service please select the relevant criteria below. You can deactivate job alerts at any time.

Which locations are you interested in?
You can select multiple locations.

Aberdeen Peebles
 Falkirk Perth

What type of job are you looking for?
You can select multiple types of job.

Admin office-based
 Clerical Supervisory
 Managerial Technical

What type of work pattern are you looking for?
You can select multiple work patterns.

Full-Time Part-Time Zero-Hours

What contract type are you looking for?
You can select multiple contract-types.

Permanent Fixed-Term Zero-Hours

Save Alert Details Exit

If this is the first time into this tab your preferences will be blank. Simply select the criteria for the job alerts you wish to receive and save the details. Your job alerts will now be activated and you will receive an email each time a vacancy with your chosen criteria is advertised. You are able to change your job alert criteria at any stage.

Once you have set your job alert criteria you will see one of the following messages. These show the current status of your job alerts (see below) and give an option to 'Activate' or 'Deactivate' them.

Job Alert is currently Active and will you **will** be contacted if any suitable vacancies arise in your selected courts. If you would like to de-activate Job Alerts then click the Deactivate Alerts button.

[Deactivate Alerts](#)

Job Alert is currently Inactive and you will **not** be contacted if any suitable vacancies arise in your selected courts . If you would like to activate Job Alerts then click the Activate Alerts button.

[Activate Alerts](#)

5. Managing your talent bank preferences

On occasions we need people to provide temporary cover to meet immediate operational business needs within our courts. We also offer opportunities for voluntary work experience for those wishing to learn more about the work of the Scottish Courts and Tribunals Service. If you are interested in either please complete your preferences in the 'talent bank' tab. We will refer to the talent bank when such opportunities arise. Similar to the 'Job alert' facility you should enter the criteria for what you are interested in hearing about. Additionally you will need to add a personal statement and key achievements. We will be in touch if suitable opportunities arise.

As with the job alerts tab, if this is the first time into this tab your preferences will be blank. Simply select the options which fit your preferences. Once saved your talent bank preferences will be activated.

Scottish Courts Employment Opportunities EROL - E-Recruitment OnLine

My Profile My Job Applications My Job Alerts **Talent Bank**

Hennessy82 is logged in [[Log Out](#) [Change Password](#) [De-Register](#)]

WELCOME

Welcome to the Scottish Court Services job page. To view more information about our current jobs click on the vacancy in the list below. This will take you to the job details page which provides further information about the vacancy.

To apply for a job with the Scottish Court Service you will need to register. Once logged in complete the 'My profile' section then select the job you wish to apply for. If you are already registered please log into your profile by clicking 'log in'.
For general information, guidance and technical support please email recruitment@scotcourts.gov.uk

Please note we are not able to accept CVs as a form of application for our jobs.

LIVE JOB VACANCIES

	Closing Date	Job Title	Location / Contract Type / Number of Posts
Select	01/11/2014	Personnel Administrator	Perth Sheriff Court Full-Time 1
Select	01/11/2014	Fines Enforcement Officer	Perth Sheriff Court Full-Time 1
Select	01/11/2014	Clerk/Typist	Perth Sheriff Court Full-Time 1
			Falkirk Sheriff Court Full-Time 1
			Peebles Sheriff Court Full-Time 1
			Aberdeen Sheriff Court Full-Time 1

You are able to change your talent bank preferences any time you wish. You may also deactivate or reactivate your preferences using the following buttons:

Talent Bank is currently Active and will you **will** be contacted if any suitable vacancies arise in your selected courts. If you would like to de-activate Talent Bank then click the Deactivate Talent Bank button.

[Deactivate Talent Bank](#)

Talent Bank is currently Inactive and you will **not** be contacted if any suitable vacancies arise in your selected courts . If you would like to activate Talent bank then click the Activate Talent bank button.

[Activate Talent Bank](#)