

# Position applied for: Senior Administrator, National Office Edinburgh

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| ***For internal use only*** | ***Candidate Ref*** |

## Application Form:

*You should attempt to answer all relevant questions as fully as possible as the information you provide will enable us to decide whether or not to invite you for interview. You should read the accompanying job description and person specification and consider carefully whether your experience matches what we are looking for. Please note that CVs will not be accepted. THANK YOU*

## Data Protection Statement

We will only use the information you provided in this form for the purpose of this recruitment. Please note – Should you be successful in your application, the information provided, and further information which will be gathered at the relevant time, will be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices. If unsuccessful, all documents relating to this post will be retained for a period of 6 months from the date of when a decision has been reached regarding the successful candidate. After this period unsuccessful applications will be destroyed.

## Personal details

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| --- | --- |
|  | ***NB: This information will not be used for short-listing purposes*** |
| If you wish to use a title, please give it with your name e.g. Ms, Mr, Mrs | **Name** |  |
|  | **Address** |  |
| If we need to telephone you at your place of work, we will not identify in any way who we are or why we are calling | **Day Tel No** |  |
| **Mobile No** |  |
| **Email address** |  |
| **If successful, how soon would you be able to start?** |  |
| **Where did you hear about this vacancy?** |
| **Further Contact:** Should my application for this role be unsuccessful, I consent to Support in Mind Scotland contacting me, within six months of this application being made regarding other available employment opportunities | Yes [ ]  |
| No [ ]  |

I certify that the information on this application form is correct to the best of my knowledge. I consent to Support in Mind Scotland checking any information I am unable to verify personally. Should any information I submit prove to be false, inaccurate or misleading I understand my application will be disqualified and, if appointed, may lead to my dismissal.

Applicant’s name \_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Please email your completed application pack

By: midday February the 19th 2020

To: admin@supportinmindscotland.org.uk

With: Recruitment – Confidential Senior Administrator N-O as the email header

Please do not change the format of this application form. This enables us to easily anonymise your application before it is seen by the shortlisting panel

Late applications will not be considered

Do not attach a CV – any received will not be considered



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## Education & Training

|  |  |  |
| --- | --- | --- |
| Subject | Course Provider | Duration of Course |
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Please list any training you have received or are currently undertaking which did not lead to a qualification but which you feel is relevant to the advertised post

|  |  |  |
| --- | --- | --- |
| Subject | Course Provider | Duration of course |
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## Current Employment (or most recent employment)

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| --- |
| Name & Address of Organisation |
| Post Held  | Salary |
| Dates of employment (from – to)  |
| Reason for leaving/ seeking to leave |
| Period of notice required |
| Please give information about your current or most recent post. Please use a continuing page or create more space, if required |

## Employment History (start with most recent)

|  |
| --- |
| Name & Address of Organisation |
| Post Held  | Salary |
| Dates of employment (from - to)  |
| Reason for leaving  |
| Duties/responsibilities |
| Name & Address of Organisation |
| Post Held  | Salary |
| Dates of employment (from – to)  |
| Reason for leaving  |
| Duties/responsibilities |
| Name & Address of Organisation |
| Post Held  | Salary |
| Dates of employment (from – to)  |
| Reason for leaving  |
| Duties/ responsibilities |
| Name & Address of Organisation |
| Post Held | Salary |
| Dates of employment (from - to)  |
| Reason for leaving  |
| Duties/ responsibilities |

## Other Previous Experience (Volunteering, unpaid internship, etc.)

|  |  |  |
| --- | --- | --- |
| Name and address of organisation (if any) | Duties and responsibilities | Length of experience |
|  |  |  |
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## Other Current Activity

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| --- |
| *If you are not currently in paid employment, please use the section below to tell us what you are presently doing. For example, you may be in studying or unemployed or a carer etc.* |

## Are you a member of the PVG Scheme?

Yes [ ]  No [ ]

If ye; please give your PVG Scheme Membership Number **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If yes; please state which regulated work your PVG relates to **\_\_\_\_\_\_\_\_\_\_\_** (Adults, children or both)

## Personal Statement

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| --- |
| *This section is to give specific information in support of your application. This is your chance to tell us, with examples, why you would a suitable candidate for this post. You must be able to demonstrate on this application form and at interview, if called, that you can satisfy the essential aspects of the Person Specification.*Please use a continuing page or create more space if required |

## Relationships

Are you related to or do you have a close personal relationship with staff or service users at the work place of this post? Yes [ ]  No [ ]

|  |
| --- |
|  If yes please explain the nature of this relationship. |

## Please state if you are registered with a professional body

-E.g. SSSC, Nursing & Midwifery Council or a member of a professional association

|  |  |  |
| --- | --- | --- |
| Name of Body/Association | Date Joined | Membership No |
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## References

*Please supply details of two referees. These should not include relatives or purely personal friends. One reference must be from your current or most recent employer.*

*Employment at Support in Mind Scotland is subject to receipt of two satisfactory references and you will be unable to start until we have received references for you. If for any reason, references do not check out satisfactorily, we will contact you.*

### First Reference

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| --- |
| Name: |
| Full postal address: |
| Tel No: |
| E-mail address: |
| Occupation: |

### Second Reference

|  |
| --- |
| Name: |
| Full postal address: |
| Tel No: |
| E-mail address: |
| Occupation: |