# Position applied for: Administrator (Suicide Bereavement Support), Highlands

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

### Our recruitment process

* You should answer all relevant questions as fully as possible as the information you provide enables us to decide whether 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 complete both the application form and the Equality and Diversity monitoring form
* You must complete an application form; CV’s cannot not be accepted.
* If you need to provide information in a different format, please contact us to discuss, or if you would like to discuss adjustments to the recruitment process that would enable your participation please contact us at admin@supportinmindscotland.org.uk
* If you have difficulties using Tick Boxes, please mark your answers with an X.
* As part of our environment policy, we aim to limit the use of printed material, please submit your application by email
* Please submit your application in a Word / Editable format, this enables us to anonymise applications before transmitting to the shortlisting panel. If you submit a PDF, we will get in touch with you to ask for the application to be resent
* To use our resources as efficiently as possible, we only contact applicant when the vacancy closes to let them know that we received their application, and confirm when the shortlisting panel will have reached their decision.
* After the shortlisting is completed, we contact each candidate to let them know the outcome of their application (Including those who are not shortlisted to interview)
* We aim to send interview invites, at least 6 days beforehand, so that candidate can schedule their attendance
* Reasonable travel expenses for standard class travel within the UK may be claimed by interviewees
* SiMS does not get in touch with referees unless a conditional offer is made.
* If successful, the recruiting manager will contact you by phone to make you a conditional offer of employment.

### Data Protection Statement

* We will only use the information you provide in this form for the purpose of this recruitment. Should you be successful in your application, the information provided, and further information gathered at the relevant time, would be subsequently used for the administration of your employment and in relation to any legal challenge which may be made regarding our recruitment practices.
* All documents relating to this post will be retained for a period of 6 months from the date a hiring decision was reached, after this period unsuccessful applications will be destroyed.

***Thank you for your interest in joining the SiMS’ Team! We wish you every success with your application***

## Personal details

|  |  |
| --- | --- |
|  | ***NB: This information will not be used for shortlisting 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** |  |

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| **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 [ ]  |

## 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. |

## Are you a member of the PVG Scheme? *(Only answer this question if a PVG check is mentioned as required for this position)*

Yes [ ]  No [ ]

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

## Additional Requirements or Adjustment to the recruitment process?

If you are invited for an interview and have any additional requirements, please give details.

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## References

*Please supply details of two referees, who have consented to be approached and are qualified to comment on your ability and experience. These should not include relatives or friends. Where possible, one reference should be from your current or most recent employer, or if this is an application for your first job, your teacher or lecturer. We will only contact your referees if we decide to make you an offer of employment.*

### First Reference

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| --- |
| Name: |
| Occupation & Organisation: |
| Tel No: |
| Email address: |
| Relation to you: |

### Second Reference

|  |
| --- |
| Name: |
| Occupation & Organisation: |
| Tel No: |
| Email address: |
| Relation to you: |

## Declaration

I certify that the information on this application form is to the best of my knowledge, true and complete. I consent to Support in Mind Scotland verifying any information I have provided in this application.

I understand that if any information I submit prove to be false, inaccurate or misleading, my application may be disqualified and, if appointed, may lead to my dismissal.

**Applicant’s full name \_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

Please email your completed application pack by midday on the date stated in the advert

Late applications will not be considered

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

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



*All information above this line will be separated from your application before being seen by the shortlisting panel*

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## Education & Qualification

|  |  |  |
| --- | --- | --- |
| Qualification /Subject | Establishment | Duration |
|  |  |  |
|  |  |  |
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## Training & Personnel Development

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 | Provider | Duration |
|  |  |  |
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## Technical Skills

Please list any software packages you are familiar with.

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| Software / Hardware / Equipment  | Level of Proficiency (Beginner, Intermediate, Expert) |
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## Are you registered with a professional body?

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

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| --- | --- | --- | --- |
| Name of Body/Association | Date Joined | Membership No | Membership Status |
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## Current or most recent employment

|  |
| --- |
| **Name & Address of Organisation:** |
| **Post Held:** |
| **Dates of employment (from – to):**  |
| **Reason for leaving/ seeking to leave** |
| **Period of notice required** |
| Duties/responsibilities/Achievements. Please give information about your current or most recent post |

## Employment History (start with most recent)

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

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

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

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

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

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

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

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

|  |  |  |
| --- | --- | --- |
| Name and location of organisation | Duties and responsibilities | Length of experience |
|  |  |  |
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## Other Current Activity

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| *Other than employment, and/or volunteering listed above, please use this section to tell us what you are presently doing For example, you may be in studying, unemployed, a carer etc.* |

## Personal Statement

*Use this section to give specific information in support of your application. This is your chance to tell us, with examples, why you would be a suitable 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.*

*For example, details your achievements, relevant skills, knowledge, experience, voluntary activities, positions of responsibility, as well as research, publications, clinical care, clinical audit (if applicable), awards and language skills. Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers). If you believe you have the necessary experience and skills – make sure you tell us!*

Please use a continuing page or create more space if required