

EMPLOYMENT APPLICATION FORM

**Position applied for: Finance Officer – Part time, 18.5 hours per week.**

Thank you for your interest in the post we are currently recruiting for. Please complete this form and return via email to:

[recruitment@cypcs.org.uk](mailto:recruitment@cypcs.org.uk)

Or by post to:

Recruitment

Children and Young People’s Commissioner Scotland

Bridgeside House

99 McDonald Road

Edinburgh

EH6 4NS

Applications will only be accepted on this form and CVs will not be considered. **These must be submitted by 13:00 on Wednesday 15th September 2021 with remote interviews taking place the week commencing 20th September 2021.**

**Please note that only those selected for interview will be contacted.**

If you are completing this form by hand please use black or dark blue ink to ensure that we can photocopy it.

Please contact us if you need the application form in an alternative format.

You should note that you are not required to complete the Equal Opportunities Monitoring Form. However, if you do so, it should be returned **unattached** to the rest of the application form if sending by post and it will be kept separate from your application on receipt. Your answers to the equal opportunities questions will have no bearing whatsoever on our treatment of your application.

Please note that the Commissioner’s office will process data relating to the applicant for a variety of purposes and that this may include special category data relating to the applicant. The Commissioner’s office will only process this personal data where it has a lawful basis for doing so. Details about the type of data held by the Commissioner’s office, the purpose of data processing and the lawful basis on which the data is processed can be found in the Commissioner’s office Job Applicant Privacy Notice.

**Personal Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First name(s):** | | | |  | **Last name:** |
|  |  |  |  | | |
| **Address:** | |  | **Daytime Telephone**: | | |
| **Evening Telephone**: | | |
| **Mobile Telephone**: | | |
| **Email:** | | |
|  | | |

**Disability**

Disability is defined as a physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. Do you consider yourself to be disabled?

Please tick Yes No Prefer not to say

(Candidates with a disability who satisfy the essential basic criteria for the post will be invited for interview).

**Care Experienced**

We consider you to be care-experienced if you have ever been looked after in local authority care (for instance if you have been in foster care/kinship care/residential care or have been looked after at home on a compulsory order).

Do you consider yourself to be Care Experienced?

Please tick Yes No Prefer not to say

(Candidates who are Care Experienced who satisfy the essential basic criteria for the post will be invited for interview).

**Education and Qualifications**

Please provide details of any relevant education undertaken.

|  |  |  |
| --- | --- | --- |
| **Provider** | **Degree or Qualification obtained** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide details of any professional qualification held not listed above.

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Relevant body** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |

**Training**

Please list all relevant training received.

|  |  |  |
| --- | --- | --- |
| **Institution** | **Course and Qualification** | **Dates** |
|  |  |  |
|  |  |  |
|  |  |  |

**Professional Membership**

|  |
| --- |
| **Please give details (if applicable)** |

**Employment History**

### Please give details of your past employment, including your present or last employer.

|  |  |
| --- | --- |
| Present or last employer |  |
| Position held |  |
| Date employment started |  |
| Date employment ended |  |
| Key responsibilities of post and main achievements | |

|  |  |
| --- | --- |
| Employer |  |
| Position held |  |
| Date employment started |  |
| Date employment ended |  |
| Key responsibilities of post and main achievements | |

|  |  |
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|  |  |
| --- | --- |
| Employer |  |
| Position held |  |
| Date employment started |  |
| Date employment ended |  |
| Key responsibilities of post and main achievements | |

**Experience, Personal Characteristics and Competencies**

The Person Specification for the post you are applying for lists a number of essential and desirable requirements. We would like you to demonstrate whether and how you satisfy these requirements by providing evidence based on your experience in the sections below.

|  |
| --- |
| **Requirements** |
| **Essential** |
|  |
| **Desirable** |
|  |

**REFERENCES**

Please give the names of two people whom we may approach for a reference. One of the references should be from your present or most recent employer.

|  |  |
| --- | --- |
| Name: | Name: |
| Company: | Company: |
| Position: | Position: |
| Address: | Address |
|  |  |
|  |  |
|  |  |
| Tel No: | Tel No: |

May we approach your current or most recent employer before an offer of employment is made?

Please tick YES NO

**DECLARATION**

I declare that the information given in this form is complete and accurate.

|  |  |
| --- | --- |
| Signature: | Date: |

Applications will only be accepted on this form and CVs will not be considered.

To apply please fill complete the required information, sign and return this form to:

[recruitment@cypcs.org.uk](mailto:recruitment@cypcs.org.uk)

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