# Position applied for: Administrator, DBI, Inverness

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

### Our recruitment process

* You should complete this form 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 & person specification and consider carefully whether your profile and experience match this post requirements.
* Please complete both the application and the Equality & Diversity monitoring forms.
* Submit your application as email attachment and in a Word / Editable format, this enables us to anonymise applications before transmitting to the shortlisting panel.
* Please note that we cannot accept link to cloud storage.
* You must complete an application form.
* If you need to provide information in a different format or if you would like to discuss adjustments to the recruitment process that would enable your participation please contact us to discuss at [Join@supportinmindscotland.org.uk](mailto:Join@supportinmindscotland.org.uk)
* If you have difficulties using Tick Boxes, please mark your answers with an X.
* We are sadly unable to provide feedback to candidates not shortlisted to interviews.
* 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.

### Data Protection Statement

* We 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**  (Including postcode) |  |
| **Mobile No** |  |
| We usually don’t call candidates, but if we need to telephone you at your place of work, we will not identify in any way or say why we are calling | **Day Tel No** |  |
| **Personal Email Address** |  |

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| --- | --- |
| **Do you have the right to work in the UK?** | Yes  No |
| **If successful, how soon would you be able to start?** |  |
| **Where did you hear about this vacancy?** | |
| **Further Contact:** If my application for this role is unsuccessful, I consent to Support in Mind Scotland contacting me, within six months of this application regarding other 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

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| --- |
| If yes, please explain the nature of this relationship. (E.g. sibling, partner) |

## Are you a member of the PVG Scheme? *(Please tick “Not Applicable” a PVG check is not mentioned as required for this post)*

Yes  No  Not Applicable to this post

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 be 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, lecturer, etc. We will only contact your referees if we make you an offer of employment.*

### First Reference (Current or most recent employer)

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

### Second Reference

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

## 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 \_\_\_\_\_\_\_\_\_\_\_**

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 form. This helps 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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## Educational and Professional Qualifications

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

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

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| --- | --- | --- |
| Subject / Course Name | Provider | Duration |
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## IT & Technical Skills

List system and software packages you are familiar with that are relevant to your application (e.g. Microsoft Office, CRM, Finance systems)

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| --- | --- |
| Software / Database / Hardware / Equipment | Level of Competence (Basic, Intermediate, Advance) |
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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 History (start with current / most recent)

|  |  |
| --- | --- |
| **Name & Address of Organisation** |  |
| **Post / Job Title** |  |
| **Dates of employment (from – to)** |  |
| **Reason for leaving/ seeking to leave** |  |
| **Period of notice required** |  |
| Duties / Responsibilities / Achievements and Skills / Knowledge Acquired with an emphasis on those areas most relevant to this job: | |

## Employment History (start with most recent)

|  |  |
| --- | --- |
| **Name & Location of Organisation** |  |
| **Post Held / Job Title** |  |
| **Dates of employment (from – to)** |  |
| **Reason for leaving** |  |
| Duties / Responsibilities / Achievements and Skills / Knowledge Acquired with an emphasis on those areas most relevant to this job: | |

|  |  |
| --- | --- |
| **Name & Location of Organisation** |  |
| **Post Held / Job Title** |  |
| **Dates of employment (from – to)** |  |
| **Reason for leaving** |  |
| Duties / Responsibilities / Achievements and Skills / Knowledge Acquired with an emphasis on those areas most relevant to this job: | |

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| --- | --- |
| **Name & Location of Organisation** |  |
| **Post Held / Job Title** |  |
| **Dates of employment (from – to)** |  |
| **Reason for leaving** |  |
| Duties / Responsibilities / Achievements and Skills / Knowledge Acquired with an emphasis on those areas most relevant to this job: | |

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| **Post Held / Job Title** |  |
| **Dates of employment (from – to)** |  |
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| **Post Held / Job Title** |  |
| **Dates of employment (from – to)** |  |
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| **Post Held / Job Title** |  |
| **Dates of employment (from – to)** |  |
| **Reason for leaving** |  |
| Duties / Responsibilities / Achievements and Skills / Knowledge Acquired with an emphasis on those areas most relevant to this job: | |

|  |  |
| --- | --- |
| **Name & Location of Organisation** |  |
| **Post Held / Job Title** |  |
| **Dates of employment (from – to)** |  |
| **Reason for leaving** |  |
| Duties / Responsibilities / Achievements and Skills / Knowledge Acquired with an emphasis on those areas most relevant to this job: | |

## Volunteering, Unpaid Internship and Other Experience

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| --- | --- | --- |
| Name and location of organisation | Duties and responsibilities | Length of experience |
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