



ADMINISTRATION AND COMMUNICATIONS CO-ORDINATOR

ESSENTIAL INFORMATION FOR APPLICANTS

Please read this document BEFORE completing your application.

Thank you for your interest in the Administration and Communications Co-ordinator post. Included in this document is guidance to assist you in the recruitment process – please take time to familiarise yourself with the contents.

Included with the advertised post is a job description and person specification. Please take time to read these carefully as the information you provide on your application form will be assessed against the criteria listed as essential and desirable on the person specification.

You should ensure that you complete the application form fully and, where possible, provide examples to demonstrate how you feel you meet the job requirements.

When completing your application online you will be asked to provide details of your work history - you must also mention periods of unemployment, study, career break etc. to explain breaks in employment history. Starting with your current or most recent post, please provide comprehensive details of your role and related duties followed by a brief overview of previous roles and duties.

References

When completing the application form, candidates must provide details of two work related referees that can be contacted; where possible please provide email addresses. At least one referee must be your current line manager and 'personal' references are not acceptable.

Communication

By applying on-line you should note that all communication will be sent electronically to the email address you provide on your form. This can include email notification advising of outcome of shortlisting; invite to interview email; conditional offer email; full employment contract. Given the nature of the correspondence you should ensure that the email address you provide is secure and relevant (i.e. not public or work related if possible).

Declaration

As applications are made on-line, by submitting the form you are thereby declaring that the information contained in your application is true and correct to the best of your knowledge and that you understand that false information or omissions may lead to dismissal without notice.

At this time, under the Data Protection Act 1998, you will also be giving consent to AFA Scotland processing your personal data, by means of information and communication technology or otherwise, in the exercise of its legitimate interests.

Further information about Scotland's Adoption Register and AFA Scotland

Candidates are advised to look at the information available on our websites at scotlandsadoptionregister.org.uk and www.afascotland.com