

Application Form



Glasgow Disability Alliance
Promoting Equality, Rights and Social Justice

For office use only

Candidate ref. number

Private and Confidential

Introduction – please read these notes carefully.

Please note that Section 1 will be detached before sending to the recruitment panel for shortlisting. This way your application is able to be considered on the basis of the requirements of the post and not anything that could be considered discriminatory.

Fill in the form by entering your replies in the empty boxes next to or below the questions.

**All applications have to be submitted by completing the application form.
We will not consider any CVs that are received.**

Application for Employment – Section 1

Job Details

Job Title	Admin Coordinator
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Personal Details

Last Name	
First Names	
Address (including postcode)	
Contact Numbers (work, home and mobile)	
Email address	

This section of the application form will be copied to members of the recruitment panel to allow them to consider your skills and experience against the defined criteria you have been supplied with in the recruitment pack for the role.

We positively welcome applications from candidates who have protected characteristics, particularly disabled people. Prospective applicants with lived experience of discrimination, or who require additional support or reasonable adjustments, may contact our Operations Manager to discuss how we can remove any barriers you may face within our application process.

Job Details

Job Title	Admin Coordinator
Job Reference	AC 2026

Name and address of current employer (or most recent employer)	
Current or most recent job title	
Dates from / to	
Grade & Current Salary or wage	
Notice Period	
Reason for leaving or wishing to leave	
Below, please give a brief description of your duties and responsibilities	

Self-Assessment of Suitability for Post - Important Information

In this part of the application, we ask you to demonstrate that you have the skills, abilities, knowledge, experience and personal attributes required for the post of **Admin Coordinator**.

With reference to the candidate briefing pack and in particular the **Person Specification** we ask you to **provide examples that demonstrate** your suitability for the post.

In providing your answers you may draw on examples from your working life, voluntary or community activity and your personal life.

The boxes will expand as you type, or you may use continuation sheets if necessary.

1. Communication Skills & Experience

Provide two or more examples which **demonstrate your telephone communication skills and experience**. You should make reference to:

- Your experience and ability to communicate effectively on the phone with customers, service users or helpline callers.
- Your ability to use good listening skills to determine the needs of the caller.
- Your ability and experience of dealing with telephone calls with those facing challenges and crisis, who may be in distress.

2. Administration & IT Skills

Provide two or more examples which **demonstrate your administration & IT skills**. You should make reference to:

- Your ability to carry out day to day admin tasks e.g. inputting and extracting information from databases, dealing with incoming emails, sharing information, etc.
- Your ability to prioritise and manage your own work in a fast-paced environment.
- Your knowledge and experience using Microsoft packages and CRM systems.

3. Attention to detail

Provide two or more examples which **demonstrate your ability to carry out tasks accurately with attention to detail**. You may wish to make reference to:

- Where you have maintained records and information systems.
- Where you have handled written and/or verbally sensitive and confidential information.
- Your knowledge and experience of confidentiality and GDPR.
- Your experience with planning and organising.

4. Personal Qualities

Provide two or more examples which **demonstrate your personal qualities**. You may wish to make reference to:

- Your ability to work under pressure and reshuffle priorities.
- Your capacity to be flexible e.g. to needs of the individual and the organisation.
- Your ability to build and maintain good relationships with colleagues.
- Your ability to problem solve.
- The ways in which you have demonstrated kindness.

5. Please tell us what attracts you to the post and why you are applying.

Supporting Statement: Important information

It is important that you read the job description and person specification carefully and explain how your experience, skills and knowledge link with these.

This is your opportunity to demonstrate your suitability for the post.

The box will expand as you type, or you may continue on separate sheet if required.

Previous Employment

List all previous work – including paid work, unpaid placements and voluntary work - starting with the most recent. Continue on separate page if you need to.

Name and Address of Employer	Job Title (including if your position was paid or voluntary)	Date from / to	Salary	Reasons for leaving

Education and Training

Tell us about your education and training with qualifications below. Please note that you may be asked to provide certificates to verify the information detailed in this section. If you left school more than 10 years ago, you don't have to include school certificates. Continue on separate page if you need to.

General and Vocational Education

School/College/University	Qualifications	Date

Postgraduate and Professional Qualifications

Awarding Body	Qualifications	Date

Training Courses

Training Course / Provider	Qualifications	Date

References

Please give the details of **two people who have agreed to act as a referee** for you. Relatives must not be used. One referee should be your current or most recent employer. If you are employed by more than one employer, we will require a reference from each employer.

Referee 1

Referee's Name	
Position	
Address & Email	
Telephone	

Referee 2

Referee's Name	
Position	
Address & Email	
Telephone	

Your referees will not be contacted unless an offer of employment is made, following interview. Appointments cannot be made without receipt of satisfactory references.

Declaration

- I declare that the information given on this form is correct.
- I understand that, if appointed, any false information later revealed could result in my dismissal.
- I understand that this post is a 'Regulated Role' supporting protected adults and young people and requires the postholder to be a member of the PVG Scheme.

Signature	
Date	

Returning the forms

Now you have completed your application form you should send it back to us together with the Equality Monitoring Form and Rehabilitation of Offenders Form (if required by the job).

These forms should be returned by Monday 22nd June 2026 at 5pm.

By email to: LynnMcEwan@gdaonline.co.uk

Please use the subject heading:

“Private and Confidential: Ref AC/2026”