

**JOB APPLICATION FORM**

**GUIDELINES**

**Please read these notes carefully before completing your application.**

Applicants demonstrating that they possess the knowledge, experience, skills and qualities required for the job stand the best chance of being shortlisted and selected for interview. The job description shows the purpose and job content of the post, and the person specification lists the criteria the successful candidate will need to meet.

In completing the form you should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done, and demonstrating how you believe you meet each requirement; an example of how you could approach this is noted on the application form, outlining the STAR technique. The shortlisting panel will not make any assumptions. Simply asserting that you have the required knowledge, skills and so on is not enough.

When completing the form, please refer to any aspect of your work experience, whether paid or unpaid, that demonstrates how you meet the essential criteria in the person specification and duties and responsibilities in the job description. You may wish to refer to work outside employment such as studying, training, social activities, community or voluntary work.

Please do not submit a CV as it will not be considered or used for shortlisting.

The application form should be typed with minimum text size 12, simple font such as calibri, arial, verdana etc. Please check each part of the application for accuracy and all sections have been completed before returning it to us by the deadline date and time stated in the job advert.

All information provided by applicants will be treated as confidential. Additional information may be attached on extra sheets, if necessary, but this should not be in the form of a C.V.

Please read the job information and guidelines documents before completing the application form.

If you have any questions about the application form, please call the Glasgow office on 0141 212 8420.

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| --- |
| POSITION APPLIED FOR*:* **Administration Officer (Glasgow)** |

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| --- |
| Please state where advertisement was seen: |

1. **PERSONAL INFORMATION**

|  |
| --- |
| Forename: Surname:Address:Postcode: Daytime telephone number:Evening telephone number:Email address: |

1. **REFERENCES**

|  |
| --- |
| Names and addresses of two people, at least one of whom should be your current or most recent employer, who may be contacted for a reference. |
| Name:Position:Address:Telephone number:Email:  | Name:Position:Address:Telephone number:Email:  |
| May contact be made prior to any interview? YES / NO | May contact be made prior to any interview? YES / NO |

|  |  |
| --- | --- |
| Is there any support which we can give you or any arrangements which we can make for you if you are called for interview? Please give details below:  | Yes / No  |

**GENERAL INFORMATION**

|  |  |
| --- | --- |
|  How soon after an offer of a job would you be able to start? |  |

|  |  |
| --- | --- |
| **DRIVING LICENCE**Do you possess a full current driving licence? Do you have access to a car for work purposes? Are you insured for Business purposes? (please delete as appropriate) | **YES/NO****YES/NO****YES/NO** |

# EMPLOYMENT

|  |  |
| --- | --- |
| Name and address of current or last employer | Job Title |
| Length of time in post |
| Notice required or date left |
| Salary |
| Additional benefits / allowances |
| Brief description of duties and responsibilities etc. |
| Reasons for seeking other employment |

**3.1 Previous Employment (This box expands)**

|  |  |  |
| --- | --- | --- |
| Employer’s name and address | Job title and brief details of duties etc. | Length of time with employer *(most recent first)* |
| From | To |
|  |  |  |  |

# EDUCATION AND TRAINING (these boxes expand)

Examinations / Qualifications (obtained at school, College, University etc)

|  |  |
| --- | --- |
| Subjects | Qualification gained, Grades, Awarding Body and Dates |

## Other Qualifications and Training

|  |
| --- |
| Give brief details relevant to your application of any other training or education (in-service, workshops, etc) attended |

# Why are you applying for this post

|  |
| --- |
| Please tell us why you are applying for this post (in 250 words or less) |

Amina MWRC wishes to compare your experience, skills and knowledge with the requirements of the post. You should therefore demonstrate and evidence how you satisfy each of requirement in accordance with the person specification and job description, which is attached. The examples/evidence do not have to be from paid work, but can be from other experience.

The Selection Panel will not consider candidates who do not meet all the requirements, therefore please complete all sections as appropriate.

1. **REQUIREMENTS (Skills, Abilities, Experience should reflect the person specification) these boxes expand but please do not use more than four pages.**

|  |  |
| --- | --- |
| ***Example job requirement:****Experience of conducting research:* | ***Guidance on response:*** *Candidates may wish to use a simple assessment tool, such as STAR (Situation, Task, Action, Result) to demonstrate and evidence that they meet the job requirements. For example, candidates may wish to demonstrate that they have experience of conducting research by i) stating the situation they were in: “whilst working as a research assistant”, ii) describing the particular task they had to do and stating their own role in that task: “As part of the research project “Title” my role was to…”, iii) explaining what actions they have undertaken (covering what they did and why, how they did it, and what skills they used), iv) informing the outcomes and results of their actions (what happened, what did you learn, what impact your role had on the overall task)* |
| Excellent verbal, written, communication skills with the ability to deal with a diverse range of people.  |  |
| Excellent organisational skills and the ability to manage a wide range of tasks with competing priorities and deadlines.  |  |
| Ability to use a range of functions in IT packages in particular Microsoft Word, Excel, Access, Publisher and Internet systems including Facebook, Twitter and Instagram.  |  |
| Ability to produce accurate written minutes and notes of meetings. |  |
| Relevant qualification equivalent to SVQ Level 2 or NC in Administration. |  |
| Experience of working in, or with the voluntary sector |  |
| Experience of supporting volunteers  |  |
| Experience of establishing and maintaining an office filing system |  |
| Experience of organising events |  |
| Strong customer service skills and experience. |  |

**RELATIONSHIP TO STAFF/BOARD MEMBERS**

If you are related to a Board or staff member of Amina MWRC or anyone who has been a Board or staff member in the last 12 months, please provide details:

**CANVASSING**

Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal.

**CONFIRMATION OF QUALIFICATIONS**

If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies.

**REHABILITIATION OF OFFENDERS ACT 1974**

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made.

**THE ASYLUM AND IMMIGRATION ACT 1996**

The Asylum and Immigration Act 1996 makes it an offence to employ anyone who is not entitled to live and work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the following: -

1. Original of your current passport **or**
2. Birth certificate/marriage certificate **and** a document detailing your national insurance number - this could be a letter from Her Majesty’s Revenue & Customs, the Benefits Agency, a P45, a P60 or National Insurance Card.
3. **DECLARATION**

I certify that to best of my knowledge the information I have provided in this application is correct.

Signature: ………………………………………………… Date: ………………................

Please email completed application to: recruitment@mwrc.org.uk

**PLEASE NOTE THAT ONLY SHORTLISTED APPLICANTS WILL BE OFFERED FEEDBACK. IF YOU DO NOT HEAR FROM US IT MEANS THAT YOU HAVE NOT BEEN SHORTLISTED.**

**EQUAL OPPORTUNITIES MONITORING FORM**

Amina MWRC is committed to equal opportunities in employment, regardless of race, colour, nationality, (including citizenship), ethnic origins, religion, social background, disability, marital status, gender, age or sexual orientation.

We would therefore ask you to please complete the following questionnaire to help us ensure that we are reaching all sections of the community, and to check the effectiveness of our recruitment practices.

All information will be treated in the strictest confidence, in line with requirement of Data Protection Act 1998, and will not affect your application.

**Gender:**  Female  Male  Transgender  Prefer not to say

Please indicate any individual special requirements/equipment:

**Ethnic Origin: Please tick the appropriate box to indicate your cultural background.**

 **White Asian or Asian British Black or Black British**

 Scottish  Indian  Caribbean

 British  Pakistani  African

 Other white background  Bangladeshi  Other black background

 Mixed background Other Asian  Prefer not to say

Any other ethnic group (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Religion:** I would describe my religious background/belief as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I have no religious beliefs  Prefer not to say

**Sexual Orientation:**

 Bi-sexual  Gay/Lesbian  Heterosexual  Transsexual  Prefer not to say

**Age: Please indicate your age group**

 16 – 24  25 – 34  35 - 44  45 - 54  55 – 64  65+