Application to: **Grampian Regional Equality Council Ltd**

Application for appointment as: **Digital Inclusion Project Co-ordinator**

Closing date: **Applications to be returned by 9am on Monday September 20th 2021. Interviews will be held on the morning of September 30th 2021.**

Your form will be photocopied/scanned and then read by the panel. It is therefore important that it is legible. Please complete this form electronically, or if handwritten, in **black ink**.

|  |
| --- |
| **PART A: PERSONAL INFORMATION** |
| **This part of the application form will not be made available to the Selection Panel.** |
| **Last Name**:  **First Name(s)**:  (please underline the name you are known by) |
| **Home Address**:  **Post Code**:  **Telephone number(s)**: **Home**:  **Mobile**:  **Email**: |

|  |
| --- |
| **PART A: DECLARATION** |
| I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified.  I understand that all documentation associated with an appointment will be held by Grampian REC for two years following the appointment being made for audit purposes and to investigate any complaint. I understand that if my application is successful, it will be held for the duration of my appointment.  In line with data protection legislation, I understand that the information given in the application and monitoring forms will be processed to provide management information for appointment and equal opportunities monitoring purposes. I understand that my personal details will not be made available publicly unless I am appointed.  Signature: Date:  **If your application is submitted by email please leave the signature blank. You will be required to sign this application if successful.** |

Closing date: **Monday September 20th 2021 (9am)**

Completed applications can be returned electronically to: **info@grec.co.uk**

Alternatively return by post, marked “In Confidence” to:

**Personnel Committee**

**Grampian Regional Equality Council Ltd**

**41 Union Street**

**Aberdeen**

**AB11 5BN**

|  |
| --- |
| **PART B: SELF ASSESSMENT - SUITABILITY** |
| **This part of the application form will be available to the Selection Panel.** |
| The following section asks you to give examples of where you have demonstrated the skills and knowledge and competencies/criteria required for this appointment. You can draw on both your working/personal life experiences. Please note that job titles etc. on their own will not be taken as evidence of meeting the criteria and the selection panel **will not** make assumptions based on titles alone. For each example you should state:   * In what capacity you acquired the skills and knowledge i.e. what did you do, how did you do it, why did you do it, and what was the result; * How recently you acquired them; and * How frequently you applied the skills or knowledge. |

|  |  |  |
| --- | --- | --- |
| **SKILLS DEVELOPMENT**  **Tell us about your experience of supporting individuals and/or groups to develop new skills (ideally IT/digital skills)**  Please provide evidence of your experience in this area.  (Your answer should not exceed 300 words in length.) | | |
|  | | |
| **PROJECT DEVELOPMENT**  Please provide evidence which demonstrates your experience relating to successfully developing, evaluating, and reporting on a project. Please speak about some of the challenges you faced and how you overcame them  (Your answer should not exceed 300 words in length.) | | |
|  | | |
| **PARTNERSHIP WORKING**  Please provide evidence which demonstrates your experience of developing and maintaining relationships with organisations and professional contacts. How have you managed to use these relationships to achieve a goal?  (Your answer should not exceed 300 words in length.) | | |
|  | | |
| **COMMITMENT TO EQUALITY**  Please provide evidence of your knowledge and understanding of equality and equity.  Please provide evidence of your commitment to the equalities agenda, whether in a work or voluntary capacity. (Your answer should not exceed 300 words in length.) |
|  |
| **PART C: Experience, Knowledge and Skills** | |
| **This part of the application form will be available to the Selection Panel.** | |
| This section, which consists of two parts, provides you with the opportunity to highlight positions held, either from your working and/or personal life, or through your participation in the public, private and/or voluntary sectors, and also for you to show how you match the criteria, skills and experience as described in the person specification.   1. **Please provide details of relevant previous employment & qualifications:** | |
|  | |

|  |  |
| --- | --- |
| 1. Before completing this part, please study the **Knowledge, Experience, Skills & Other sections** in the accompanying **Person Specification**.   **Please demonstrate, using your previous work and life experience, how you match the criteria given in the person specification (max 500 words).** | |
|  | |
| **Conflict of Interest**  Are you aware of any possible conflict of interest which might arise either personally, in relation to your employment, or in relation to your connections with any individuals or organisations should you be appointed?  Conflicts of interest may not be a barrier to appointment as long as they are appropriately managed and/or resolved, and this will be explored at interview.  Yes No  If yes, please give brief details: |
| **Rehabilitation of Offenders Act**  Have you ever been convicted of a criminal offence? Yes  No  If yes, please provide details.  NOTE: This post is not exempted from the provisions of the Act and any spent convictions must be disclosed. An enhanced disclosure check may be required on appointment. No consideration will be taken of any convictions which are not relevant to the job for which you have applied. |
| 1. How did you become aware of this vacancy?   GREC website  ACVO bulletin  Other source  (please specify) |
| **PART D: REFERENCES AND MONITORING FORM** |
| **This part of the application form will not be made available to the Selection Panel.** |
| Please give the names, addresses and contact numbers of two referees who know you well and can provide reliable, current information about the experience/skills/qualifications which make you suitable for the post which you are applying for.   1. One of the two referees must be your present or last employer. 2. Except in the case of i. above, your referees must not include members of staff of Grampian Regional Equality Council. |
|  |
| 1. Name:   Job Title:  Address:  Post Code:  Email:  Telephone No(s):  May we approach before interview? Yes No |
| 1. Name:   Job Title:  Address:  Post Code:  Email:  Telephone No(s):  May we approach before interview? Yes No |
| **Please Note: Appointments will only be made subject to references supplied being satisfactory to GREC.** |

|  |
| --- |
| **MONITORING FORM** |
| Please tick the appropriate boxes 1. Age 25 or under  26-35  36-45  46-55  56-65  Over 66  **2.** **What is your gender?** \_\_\_\_\_\_\_\_\_\_\_\_  **3. What is your ethnic origin?** \_\_\_\_\_\_\_\_\_\_\_\_    **4.** Do you consider yourself to have a disability?  **Yes**  **No**  **5.** If you are selected for interview, do you require any reasonable adjustments to be made?  **Yes**  **No**  If yes, please specify: |