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

Application for appointment as: **In-Trans Assistant (maternity cover)**

Closing date: **12noon on July 11th 2022 . Interviews will take place on July 27th.**

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**.

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| **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**: |

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| **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.  Under the terms of the General Data Protection Regulations, I agree that the information given in the application and monitoring forms may 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 for **receipt of applications** is **12noon on July 11th 2022**

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

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

**Personnel Sub-Committee**

**Grampian Regional Equality Council Ltd**

**41 Union Street**

**Aberdeen**

**AB11 5BN**

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| **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 ie. 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. |

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| **ADMIN EXPERIENCE**  Please provide evidence which demonstrates your experience in different admin settings.  What skills were required to deliver this work? What were your responsibilities?  (Your answer should not exceed 300 words in length.) |
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| **INTERPERSONAL SKILLS**  Please provide evidence which demonstrates your skills and experience in terms of communicating effectively with others and working as part of a team.  (Your answer should not exceed 300 words in length.) |
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| **IT SKILLS**  Please provide evidence which demonstrates your IT skills.  Include examples of using Microsoft packages and programs. Also include any examples of social media skills in a work setting.  (Your answer should not exceed 300 words in length.) |
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| **COMMITMENT TO EQUALITY**  Please provide evidence of your knowledge and understanding of equality.  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.) |
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| **PART C: POSITIONS & QUALIFICATIONS** | | |
| **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:** |
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| 1. Before completing this part, please study the **Knowledge, Experience, Skills & Other sections** in the accompanying **Person Specification**.   **Please explain why you think you are suitable for this role. Demonstrate, using your previous work and life experience, how you match the criteria given in the person specification (max 500 words).** | |
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| **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. |
| **Miscellaneous**   1. Are you able to accommodate some home-working, if required? Yes  No 2. 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. |
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| 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.** |

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| **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. Ethnic Origin**  European (please specify)  African (please specify)  Asian (please specify)  Caribbean (please specify)  Gypsy/Traveller (please specify)  Other Background (please specify)  **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: |