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| **Office Manager**  |  |
| **Job Application Form** |

**GUIDANCE**

**How to Apply**

Please read and consider the JOB DESCRIPTION for this post before you start your application. We will prioritise applicants for interview who focus on the requirements outlined in the person specification.

Please complete all sections of this form and return as a **word document** together with the Equal Opportunities Form by email to: info@childrensparliament.org.uk

Closing date for applications: **Monday 17 February 2025**

Interviews for this post will be held in person at our office in Summerhall, Edinburgh EH9 1PL on **Tuesday 25 February 2025**

If you would like any further information about this post, please contact: info@childrensparliament.org.uk

**Completing the application form**

Please read these notes carefully before completing your application form. This form is important as it provides the only information we use to assess your suitability for the job and our decision whether or not to progress your application will be based on this information.

### General points

* Children’s Parliament is an equal opportunities employer. All applicants are treated equally and fairly throughout the recruitment and selection process.
* If you have a disability and need any help in completing the form, please contact us.

### Qualifications and training

* As well as telling us about the exams that you have passed, you should also include information about any relevant courses that you have completed.
* Include all relevant qualifications and training which may be part-time as well as full-time.

**Previous employment**

* The form asks you to give details, to the nearest month and year, of previous jobs held, and account for any gaps in your employment record.
* This section can include paid and unpaid work.
* Use this section to give specific details of your work in these posts as they relate to this job’s specification.

### Personal Statement

* This section gives you the opportunity to demonstrate why you are suitable for the post.
* Before completing it, refer to the job description for the job, which outlines the main duties of the post, and the person specification which contains a description of the skills, experience, qualifications and competencies necessary to carry out these tasks.
* Here it is essential to relate your experience to the information given in the job description, specifically demonstrating how you meet the Person Specification. For example, if you are telling us about current/past employment tell us what you did in your job rather than what the team did, how you demonstrated a particular skill, rather than simply saying that you have it, and the impact or results of your work.
* You may wish to draw on skills developed outside of work, whether home-based or social/community activities. These might include running a club or voluntary group, bringing up children etc, as well as previous/present employment, study and training.

### Referees

* Written references will be obtained prior to any conditional offer being made.
* One referee must be your current employer; the other can be a previous employer or personal referee.
* If you are unemployed, include your last employer, and if you have worked in a voluntary or unpaid capacity e.g., as a member of a Parent Teachers Association, you could include the chair of the committee among your references.

### Criminal Record

With some exceptions, having a criminal record will not necessarily bar an individual from working with us. This will depend on the nature of the position sought and the circumstances and background of the offence. If you have declared a criminal record which we believe is relevant to the post, we will discuss this with you at the interview stage.

Applicants are asked to declare any criminal record on the page marked Criminal Records, Disqualification & Declaration as follows:

* This post is not exempt from the Rehabilitation of Offenders legislation, therefore you must declare all convictions, cautions, reprimands or final warnings on your criminal record, both spent and unspent. Successful candidates will also be required to join Disclosure Scotland’s Protection of Vulnerable Groups (PVG) Scheme or have their membership updated.

**Disqualification from working with children**

If you are disqualified by Disclosure Scotland from working with children, we are unable to consider your application as all positions with Children’s Parliament will involve some degree of contact with children.

### Returning the form

* Please keep a copy of the form. The interview will include questions about information given.
* Please return your completed application form electronically by email or in hardcopy by post, by the closing date. If it arrives late, we will not be able to consider your application.
* Remember we are only able to measure your suitability from the information you provide.
* If you require any further advice on any of the above, please phone 0131 558 9030 or email info@childrensparliament.org.uk

### Our contact details

Children’s Parliament, Summerhall, Edinburgh EH9 1PL

Email: info@childrensparliament.org.uk

Tel: 0131 558 9030

Web: [www.childrensparliament.org.uk](http://www.childrensparliament.org.uk)

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| **Office Manager**  | A black background with blue text  AI-generated content may be incorrect. |
| **Job Application Form** |

**--- CONFIDENTIAL---**

**SECTION 1: Personal Information**

Please provide us with accurate contact information for you. This section will not be seen by those undertaking the shortlisting process.

|  |  |
| --- | --- |
| Title: (Please specify - e.g. Ms/Mr/ Miss) |  |
| Full name |  |
| Address for correspondence:  |  |
| Home Phone |  |
| Mobile  |  |
| Work Phone (only if we can contact you at this number)  |  |
| E-Mail address  |  |

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| **NOTICE PERIOD:** When would you be able to take up the post? |  |

**DISABILITY** Children’s Parliament has a policy of interviewing applicants who have a disability and who meet the essential short-listing criteria. In order to ensure that this happens, please can you complete the following:

a) TheDisability Discrimination Act 1995 defines disability as ‘a physical or mental impairment which has a substantial and long-term adverse effect on the ability to carry out normal day-to-day activities’. Do you consider yourself to have or have had a disability? [ ]  Yes [ ]  No

b) If the answer to the above is yes, are there any reasonable adjustments that need to be made, should you progress beyond this stage to an interview? [ ]  Yes [ ]  No

If yes please give details:

**SECTION 2: Employment History**

Please give details of posts held, starting with the most recent. There are several boxes below; use a different one for each post you are describing, copy and paste as many boxes as you need to describe your employment history. This section can include unpaid (voluntary) posts.

Each box asks for further detail about the post you held. Please make sure you **describe your work** as succinctly as possible (not just the work of the agency/organisation you were employed by). Please draw attention to aspects of the post which will be of most relevance to this post.

|  |  |  |  |
| --- | --- | --- | --- |
| Year  | Post | Employer | Further detail |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Year  | Post | Employer | Further detail |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Year  | Post | Employer | Further detail  |
|  |  |  |  |

**Gaps in employment**

Please provide information of any gaps in employment – verification of these gaps will be required if an offer of employment is made.

|  |  |  |
| --- | --- | --- |
| From (month/year) | To (month/year) | Reason |
|  |  |  |

**SECTION 3: Qualifications and Training**

There are several boxes below; use a different one for each qualification or training course you are describing. Copy and paste as many boxes as you need to cover all of your qualifications and relevant training. In terms of the further detail requested about qualification/training, please focus on what is most relevant to this application.

|  |  |  |  |
| --- | --- | --- | --- |
| Year awarded | Award name/title | Details of awarding body or institution | Further detail  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Year awarded | Award name/title | Details of awarding body or institution | Further detail  |
|  |  |  |  |

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| --- | --- | --- | --- |
| Year awarded | Award name/title | Details of awarding body or institution | Further detail  |
|  |  |  |  |

**SECTION 4: Personal Statement**

In box below, please tell us how your experience, skills and qualifications meet the requirements of the person specification in the job description. Please focus your response on the abilities and/or competencies required for this role, giving evidence of your experience to date. The information you provide will be the basis for shortlisting. **Maximum 1,000 words**.

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**SECTION 5: Referees**

Please give details of two people who can comment on your suitability for this post. The **first** of your references **must** be your **present employer and your relevant line manager**. If you are unemployed, this should be your last employer. For your second referee, instead of an employer you may provide a personal referee if you wish. **Referees are not contacted before interview**.

**First Referee (Current Employer)**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Relationship to candidate |  |

**Second Referee (Previous Employer)**

|  |  |
| --- | --- |
| Name |  |
| Job Title |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Email |  |
| Relationship to candidate |  |

|  |  |  |
| --- | --- | --- |
| Can we contact your current employer prior to any conditional offer of employment? | [ ]  Yes  | [ ]  No |

## SECTION 6: Criminal Records, Disqualification & Declaration

Part A – **Permission to work in the UK**

Do you require a work permit (i.e. document issued from UKBA) to enable you to work in the UK? [ ]  Yes [ ]  No

If yes, do you already have this document, or do you require sponsorship by Children’s Parliament?

Part B **– Criminal Records/Disqualification/Other**

If you answer yes to any of the following questions, please give details of all offences, penalties and dates in the box below.

**Disciplinary Action**

Are you subject to any current outstanding disciplinary action or legal proceedings?

[ ]  Yes [ ]  No

**Criminal Record**

Have you ever been convicted of a criminal offence or cautioned, reprimanded or given a final warning by the police (‘spent’ or ‘unspent’)? [ ]  Yes [ ]  No

**Regulatory body sanctions**

Are you subject to any sanctions imposed by a regulatory body, e.g. GSCC, NISCC, SCCC, CCW, GTC? [ ]  Yes [ ]  No

**Disqualification from working with children**

Are you disqualified from working with children? [ ]  Yes [ ]  No

Are you aware of any police enquiries undertaken following allegations made against you that may have a bearing on your suitability for the post? [ ]  Yes [ ]  No

**Details of Declaration of Criminal Convictions or other disqualifications.**

**SECTION 7: Declaration**

I confirm that the information I have given is correct and complete.

I understand that any false statements or omissions may render me liable to dismissal without notice or in some instances, referral to the police, if they become known after appointment.

I consent to Children’s Parliament checking any information that I am unable to personally verify.

I understand and agree that data contained in the application form will be used and processed for recruitment purposes. I understand and agree that should I become an employee, the information will also be used for employment related purposes. I agree to Children’s Parliament holding and processing this information.

Signed Dated