**Part A: Personal Information**



Use the f11 key to navigate through this form

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| **Vacancy: Public Enquiry Officer (Ref: 611804)** |

**1. CONTACT DETAILS**

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| --- |
| Title: |
| Forename: |
| Surname: |

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| --- |
| E-mail address: |
| Contact Telephone Number: |

Your email address will be the primary form of contact throughout the recruitment process. If you are successful other offices in the Parliament may contact you by email as part of our pre-employment process. Please let us know if you change email address during the recruitment process.

|  |  |
| --- | --- |
| Address for letters: Address line 1  Address line 2  Address line 3  Address line 4  POSTCODE |  |

1. **OTHER INFORMATION**

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| --- |
| Do you wish to apply on a flexible working basis?  (please specify preferred work pattern) |

|  |
| --- |
| Where did you find out about this post? |

|  |
| --- |
| Are there any dates when you would **NOT** be available for test/interview?  (these dates will be avoided if possible) |

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| --- |
| If appointed, how much notice would you require before taking up appointment? |

**3. CONDITIONS**

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| **Only applications which contain all the requested information, including the Equal Opportunities Monitoring Form, will be considered**. Unless otherwise stated, we do not accept CVs as substitute for this form. Information in support of your application will not be accepted after the closing date for receipt of application. Late applications will not be accepted.  Please ensure that you are eligible for this job by referring to the accompanying advert supporting information. If you are successful at interview, a complete enquiry into your eligibility will be made. This will cover any educational or professional qualifications/memberships you record in Part B of the form. If you are uncertain about any aspect of your eligibility, please contact us.  Please note that evidence of emailing your application is does not guarantee that it has been received by us. When emailing your application you **must** ensure that you receive email acknowledgement that your email has reached us. |

1. **DECLARATION**

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| --- |
| The information I have provided in Part B of this form is complete and accurate to the best of my knowledge. I understand that if it is found that any statement is inaccurate, misleading or incomplete, I will liable for disqualification or, if appointed, to dismissal.  Under the terms of the Data Protection Act 1998, I agree that the information given in Parts A and B of this application and Equal Opportunities Monitoring form may be processed to provide management information for recruitment and equal opportunities monitoring purposes. This information will not be retained longer than it is needed and paper records are normally disposed of after 6 months. Applicants will have the right of access to any information held about them.  **I confirm that I have read and agree the conditions and declaration above:**  Name: **Please type name** Date: **Insert today's date**  **If you are successful at interview we will ask you to sign this form.** |

**Equal Opportunities Monitoring**

The information you have provided in this form will be held confidentially within the HR Office and will not be seen by those involved in selecting candidates. The information is held for equal opportunities monitoring purposes and so that adjustments can be made to the process.

**1. Gender Identity 2. Age**

|  |  |  |
| --- | --- | --- |
| **Female**  **Male** |  | **What is your date of birth?:** dd/mm/yyyy |

**3. Ethnic Group & Nationality**

|  |  |
| --- | --- |
| Please choose one category only  African  Any mixed  Arab  Asian Other  Bangladeshi  Black  Caribbean  Chinese  Gypsy Traveller  Indian  Pakistani  Polish  White  Other ethnic group  Please specify…………………..  I prefer not to answer this question | **How would you describe your nationality?**  Please choose one category only  British  English  Irish  Northern Irish  Other  Scottish  Welsh  I prefer not to answer this question  These categories are listed in alphabetical order. |

**4. Religion and Belief**

**Which of the following religions, religious denomination or bodies do you belong to?**

None

Atheist

Church of Scotland

Roman Catholic

Other Christian

Muslim

Buddhist

Sikh

Jewish

Hindu

Other (Please specify): ………………………………………

I prefer not to answer this question

**5. Sexual Orientation**

**How would you describe your sexual orientation?**

Bisexual

Gay/Lesbian

Heterosexual/Straight

Other (please specify): …………………………………………………………….

I prefer not to answer this question

**6. Disability**

**Do you consider that you have a disability according to the terms of the Equality Act 2010?**

The Equality Act 2010 defines a disability as a "physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities." An effect is long-term if it has lasted, or is likely to last, more than 12 months.

Yes

No

I prefer not to answer this question

**Please indicate the type of condition that applies to you?**

Blindness or partial sight loss

Deafness or partial hearing loss

Learning difficulty e.g. dyslexia or dyspraxia

Learning difficulty e.g. Downs Syndrome

Long term chronic or progressive illness e.g. cancer, diabetes or epilepsy

Mental Health Condition e.g. depression or schizophrenia

Other

Physical disability

I prefer not to answer this question

**7. Disability**

We guarantee to interview any disabled applicants who meet the essential requirements for the job they’ve applied for. The essential requirements for this job are described under “Skills, Knowledge and Experience Required”. This means that if you meet any qualification or experience criteria that we have set, and are assessed as providing “acceptable” evidence of the skills and qualities asked for we will automatically invite you to interview.

Tick this box if you have a disability and wish to be considered under this arrangement:

We want to ensure that disabled people are able to compete during the recruitment and selection process on equal terms. We will therefore make any reasonable adjustments necessary to this process to make this possible. This might involve, for example, providing a candidate with modified equipment or practical assistance at an interview. It might also involve taking account of any feature of your disability that may affect your performance to ensure that you are not disadvantaged. To ensure that reasonable adjustments can be made, we would be grateful if you could complete the following questions:

**1. If you think that your disability may have had an effect upon your ability to complete the job application form, please tell us here what effect it may have had.**

**2. Please tell us what impact (if any) your disability may have on you during the assessment and/or interview process and any adjustments that you require to the process.**

**Part B: Skills, Qualifications and Experience**

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| **Vacancy: Public Enquiry Officer (Ref: 611804)** |

It is your responsibility to demonstrate clearly in this form how you satisfy the published skills, knowledge, qualifications and experience criteria.

**1. Qualifications**

Please tell us about qualifications that we have specified as essential for the job. If you provide details of other qualifications (that we have not asked for) we will also ask to see evidence of them if you are offered appointment.

**HNC, HND, Degree or Other Qualification**

If a degree or other higher level qualification is specified as essential please provide details.

|  |
| --- |
| College or university: |
| Details of qualification:  (type, full title and level of award) |
| Main subjects: |

Post-graduate qualifications

|  |
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| University or college: |
| Details of qualification:  (type, full title and level of award) |
| Main subjects: |

If you are successful at interview, we may ask you to confirm dates and provide details of an academic referee.

**Professional Qualifications/Memberships**

Provide details of any qualifications or memberships that we have specified as necessary.

|  |
| --- |
| **Title of Qualification(s)/Membership(s). Please include relevant registration number(s)** |
|  |

If you are successful at interview we may ask you to confirm dates. Confirmation of membership/qualification may form part of our pre-employment enquiries.

**2. Experience**

**Employment History**

If your start date in present or previous employment was more than 5 years ago you do not need to tell us the start date.

**Current employer**

|  |  |
| --- | --- |
| Agency’s name: **Name of employer** | Date started: |
| Job title and main duties: **Job Title**  Main duties | |

Previous employment

Please provide details of your previous employment (including self-employment) over the last 5 years, or any other relevant jobs. Start with the most recent (add additional rows if necessary)

| Dates | **Name, address and**  **phone no. of employer** | Job title and main duties | **Reason for leaving** |
| --- | --- | --- | --- |
| Started:  MM/YY  Ended:  MM/YY | **Name of employer**  Address  email  Tel no | Job Title, Main duties |  |
| Started:  MM/YY  Ended:  MM/YY | **Name of employer**  Address  email  Tel no | Job Title, Main duties |  |

**Employers’ references**

|  |
| --- |
| Please note that employers’ references covering the last 3 years will be required if we are considering you for an appointment following your interview.  Please confirm that we may approach **previous** employers for a reference: Yes  If you are successful we will ask for your consent before we approach any present employer(s) |

**3. Skills, Knowledge and Experience**

Please study the **“**Skills, Knowledge and Experience Required**”** section in the accompanying **“**Job Information**”.** Use this space to demonstrate that you have the skills and knowledge we have asked for.  **Address each of the criteria in turn, using specific evidence to support your statements.** You may also use this space to include any other information which may be relevant to your application.

This is a very important part of your application. If you fail to deal with each of the criteria the selection panel will find it difficult to assess your application. The selection panel will not make assumptions about to the skills and experience you have gained, for instance through a job title.

Please us no more than 3 pages in total

Excellent Communication Skills

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The Ability to Provide a High Quality Service

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Parliamentary and Political Awareness

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Teamworking and Collaborative Working

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Improvement, innovation and Change

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