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| Thank you for your interest in the post we are currently recruiting for. Please complete this form and return it by post or email to:  Scottish Human Rights Commission  FAO Corporate Services  Bridgeside House  99 McDonald Road  Edinburgh  EH7 4NS  Or by e-mail to [recruitment@scottishhumanrights.com](mailto:recruitment@scottishhumanrights.com)  Please note we will not consider CVs. **The closing date for all applications is 1700 on Friday 9 September 2022.** Applications received after this time will not be considered.  Your answers to the equal opportunities questions will have no bearing whatsoever on our treatment of your application. Please do not include your name or any other personal or identifying information on any page in this application form other than this front page.  The following information will be treated in strict confidence. | |
| Position applied for: | **Policy Officer** |

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| PERSONAL | | | |
| Surname: |  | First Name(s): |  |
| Address: |  | | |
|  | | | Postcode: |
|  | | | |
| Daytime telephone: | | Evening telephone: | |
| Mobile telephone: | | E-mail: | |
|  | | | |
| How much notice are you required to give to your current employer?: | | | |

**EDUCATION**

**Please provide details of any further or higher education undertaken**

|  |  |  |
| --- | --- | --- |
| **University or college** | **Degree or qualification obtained** | **Year** |
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**Please provide details of any professional qualifications held that are not listed above**

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| **Qualification** | **Relevant body** | **Year** |
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**EMPLOYMENT**

**Please give details of your past employment, including your present or last employer**

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| --- | --- | --- | --- |
| **Present or last employer** |  | | |
| **Position held** |  | | |
| **Date employment started** |  | **Date employment ended** |  |
| **Key responsibilities of post and main achievements** | | | |
|  | | | |
| **Employer** |  | | |
| **Position held** |  | | |
| **Date employment started** |  | **Date employment ended** |  |
| **Key responsibilities of post and main achievements** | | | |
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| **Employer** |  | | |
| **Position held** |  | | |
| **Date employment started** |  | **Date employment ended** |  |
| **Key responsibilities of post and main achievements** | | | |
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| **Employer** |  | | |
| **Position held** |  | | |
| **Date employment started** |  | **Date employment ended** |  |
| **Key responsibilities of post and main achievements** | | | |

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| --- | --- | --- | --- |
| **Employer** |  | | |
| **Position held** |  | | |
| **Date employment started** |  | **Date employment ended** |  |
| **Key responsibilities of post and main achievements** | | | |

**Please copy this sheet if required.**

**EXPERIENCE AND COMPETENCIES**

**The Person Specification for the post you are applying for lists a number of essential and desirable Experiences and Competencies. We would like you to demonstrate, using examples, whether and how you satisfy these requirements.**

**EXPERIENCE**

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| --- | --- |
|  | **Looking at the knowledge and experience criteria listed in the Person Specification please explain, and provide examples, of how you meet each of the criteria for this post.** |

**COMPETENCIES**

|  |  |
| --- | --- |
|  | **Looking at the Skills and Other criteria listed in in the Person Specification please explain, and provide examples, of how you meet each of the criteria for this post.** |

**ADDITIONAL INFORMATION**

**Please use this page to explain why you are applying for this post and to give details of any skills or experience that you have which is not detailed elsewhere and which you think is relevant to this job.**

**DECLARATION**

**I confirm I have permission to work in the UK.**

**I declare that the information given in this form is complete and accurate.**

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| --- | --- |
| **Signature:** | **Date:** |

**REFERENCES**

**Please give the names of two people (one of which should be your present or most recent employer) whom we may approach for a reference.**

**May we approach your current employer before an offer of employment is made? YES/NO**

|  |  |
| --- | --- |
| **Name:** | **Name:** |
| **Position:** | **Position:** |
| **Address:** | **Address:** |
|  |  |
|  |  |
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| **Tel. No.:** | **Tel. No.:** |
| **E-mail:** | **E-mail:** |

**Please let us know where you saw this vacancy advertised**

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**Please note that we will not consider CVs. To apply by post, please sign and return this form to:**

**Scottish Human Rights Commission**

**FAO Ian Duddy**

**Bridgeside House**

**99 McDonald Road**

**Edinburgh**

**EH7 4NS**

**Or by email to** [**recruitment@scottishhumanrights.com**](mailto:recruitment@scottishhumanrights.com)

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