Candidate Number

**Application for Employment – Engagement & Participation Support Manager (FTC 12 months)**

*Please complete in black for photocopying purposes*

*Please mark your name on any supplementary sheets*

**Personal Details**

|  |  |
| --- | --- |
| First Name:  | Last Name: |
| Address: |
| Telephone Numbers (please indicate which one you would prefer us to contact you on)Home:Work:Mobile: |
| Email Address:  |

If you are related to, or have a business relationship with, a Board member or employee of the Commission, you are required to advise us. This allows us to judge whether they need to take any steps to ensure non-involvement in the recruitment process. The provision of this information will not affect your application.

Board Member/Employee (delete as appropriate)

|  |  |
| --- | --- |
| **Name:** | **Relationship:** |

**References:**

Referee 1

|  |  |
| --- | --- |
| Name: | Organisation: |
| Position: | Time Known: |
| Email Address: | Contact Tel No: |
| Address: |

Referee 2

|  |  |
| --- | --- |
| Name: | Organisation: |
| Position: | Time Known: |
| Email Address: | Contact Tel No: |
| Address: |

References will be taken up only for the successful candidate and consent will be sought before approaching referees.

One referee should be your current line manager and we are requesting two employment references.

Candidate Number

**Employment Record**

Present or most recent employment, voluntary work or work experience

|  |
| --- |
| Post Title: |
| Name of Employer: |
| Dates Employed: | Salary on Leaving: | Notice Required: |
| From | To |
| Employers Address: |
| Reason for leaving/wishing to leave: |
| Please outline the main duties of the role: |
| Please outline your responsibilities and main achievements in this role: |

**Previous employment, voluntary work or work experience**

*Please complete in date order, most recent first.*

|  |
| --- |
| Post Title: |
| Name and Address of Employer: |
| Dates Employed: |  |  |
| From | To |
| Please outline the main duties of the role: |

|  |
| --- |
| Post Title: |
| Name and Address of Employer: |
| Dates Employed: |  |  |
| From | To |
| Please outline the main duties of the role: |

|  |
| --- |
| Post Title: |
| Name and Address of Employer: |
| Dates Employed: |  |  |
| From | To |
| Please outline the main duties of the role: |

**Further Education and Qualifications**

|  |  |
| --- | --- |
| Course Title(s) | Qualification or Result |
|  |  |

**Vocational/Professional Courses and Relevant Training**

*Please give details of any vocational/professional courses and/or training you have undertaken which you consider to be relevant to this application, whether or not it led to a qualification.*

|  |  |
| --- | --- |
| Course Title(s) | Qualification or Result |
|  |  |

**Information on Core Skills**

*There are a number of core skills required to undertake the E & P Support Manager role. The following section of the application form is designed to give you an opportunity to outline how your skills and work experience fit the specification for the role.*

*The answers you give in this section will be used by the selection panel to determine whether you should be shortlisted for interview. Therefore, please consider your responses carefully and give specific examples where requested.*

|  |
| --- |
| **To Lead, manage and develop a team** Managers are responsible for overseeing the work of others and motivating a team toward a common goal. |
| Describe a time when your leadership skills made a difference and what did you learn from the experience? |
|  |

|  |
| --- |
| **Ability to communicate effectively**  |
| * Describe a time when you successfully conveyed your ideas to an audience who were unfamiliar with the subject matter.
* What was the situation, what approach did you take and what was the result?
 |
|  |

|  |
| --- |
| **Planning and organisation skills** |
| Provide one or more examples to describe a time when you used your organisational skills effectively to complete an important activity. |

|  |
| --- |
|  |

|  |
| --- |
| **Demonstrate skills in conflict resolution** |
| Describe a time when you had to manage conflict in your team or among your colleagues. How did you approach this situation and how did you resolve it? |
|  |

|  |
| --- |
| **Balancing priorities and maintaining accuracy during busy periods** |
| Describe a situation when you planned effectively to complete a number of competing priorities accurately and on time. |
|  |

 **Additional Information**

|  |
| --- |
| Do you consider yourself to be a person with a disability?**□** Yes □ No*If you have answered yes and you have demonstrated on the application form that you meet the minimum skills, experience and other attributes for the post, then you will be guaranteed an initial interview for the role.* |

 Please give as much detail about your disability as you wish and feel able to share with us.

|  |
| --- |
|  |

**Employment**

|  |
| --- |
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? **□** Yes □ No |

|  |
| --- |
| If Yes, please provide details: |

|  |
| --- |
| If you are successful in your application, would you require a work permit prior to taking up employment? □ Yes □ No |

**Data Protection Statement**

|  |
| --- |
| The information provided by you on this form and any supplementary forms will be used to assist with the process of recruiting in accordance with the Mental Welfare Commission for Scotland Recruitment & Selection Policy. If you are successful in your application, the information will be used for HR records and payroll purposes. By signing the declaration below, it is understood that you consent to the use of your personal information for the above purposes. |

**Declaration**

|  |
| --- |
| I confirm that the information given on this application form and on any additional sheets submitted is, to the best of my knowledge, correct.Do you agree to the statement above? □ Yes □ NoSignature: Date:All employment is subject to the receipt of satisfactory references and this post requires a PVG certificate. |

We normally keep completed application forms for 12 months.

Please tick this box if you do not want us keep your application form. □

Please **securely** email your electronic completed application form, marked **Private & Confidential** to:

**mwc.recruitment@nhs.scot**

Alternatively, you can post your application form to the HR Department. Please mark as Private and Confidential.

**HR Department**

**Mental Welfare Commission**

**Thistle House**

**91 Haymarket Terrace**

**Edinburgh**

**EH12 5HE**

*Please insert the title of the job you are applying for: ………………………………..*

**Equal Opportunities Monitoring Form – CONFIDENTIAL**

The Mental Welfare Commission for Scotland aims to provide equal opportunities and fair treatment for all staff. We have an Equal Opportunities Policy and collect monitoring information to help us understand who we are reaching and to better serve all communities. In order to monitor the effectiveness of this policy all applicants **MUST** complete this form. This information is used for monitoring purposes only – it is anonymous and will not be stored with any other identifying information about you. **It will not be seen by those responsible for making selection decisions.**  All details are held in accordance with Data Protection legislation.

Please complete all sections of the questionnaire by placing a tick in the box or by providing information where appropriate. If you would like the form in an alternative format or require help to complete it, please contact the HR Department at the Commission on 0131 313 8772 or email mwc.recruitment@nhs.scot

**Section 1**

What is your sex, as recorded at birth?

|  |  |  |
| --- | --- | --- |
| Male |  | 1 |
| Female  |  | 2 |
| Prefer not to say |  | 3 |

 What best describes your gender?

|  |  |  |
| --- | --- | --- |
| Man |  | 1 |
| Woman |  | 2 |
| Non-binary |  | 3 |
| Prefer to say in another way – please describe |  | 4 |
| Prefer not to say |  | 5 |

**Trans Status:**

Do you consider yourself to be Trans or have a Tran’s history?

|  |  |  |
| --- | --- | --- |
| No |  | 1 |
| Yes |  | 2 |
| Prefer not to say |  | 3 |

**Section 2 – Age**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16-24 years |  | 1 | 45-54 years |  | 4 | Prefer not to say |  | 7 |
| 25-34 years |  | 2 | 55-64 years |  | 5 |  |  |
| 35-44 years |  | 3 | 65+ |  | 6 |  |  |

**Section 3 – Sexual Orientation**

Which of the following options best describes how you think of yourself?

|  |  |  |
| --- | --- | --- |
| Heterosexual/Straight |  | 1 |
| Gay or Lesbian  |  | 2 |
| Bisexual |  | 3 |
| Other |  | 4 |
| Prefer not to say |  | 5 |

**Section 4 Disability**

**The Equality Act 2010** definesa disabled person as a person with a disability. A person has a disability for the purposes of the Act if he or she has a physical or mental impairment and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities. A long-term effect of impairment is one which has lasted at least 12 months or where the total period for which it lasts, from the time of the first onset, is likely to be at least 12 months. The Act statesthat a person who has cancer, HIV infection or multiple sclerosis (MS) is a disabled person. This means that the person is protected by the Act effectively from the point of diagnosis.

Do you consider yourself to have a disability according to the above definition?

|  |  |  |
| --- | --- | --- |
| Yes |  | 1 |
| No |  | 2 |
| Prefer not to say |  | 3 |

**Section 5 – Nationality**

How would you describe your national identity?

|  |  |  |
| --- | --- | --- |
| Scottish |  | 1 |
| English |  | 2 |
| Welsh |  | 3 |
| Northern Irish |  | 4 |
| British |  | 5 |
| Other |  | 6 |
| Prefer not to say |  | 7 |

**Section 6 – Ethnic Origin**

Please choose one option that best describes your ethnic group or background.

|  |  |  |
| --- | --- | --- |
| White - Scottish |  | 1 |
| White - Other British |  | 2 |
| White - Irish  |  | 3 |
| White - Gypsy Traveller |  | 4 |
| White - Polish |  | 5 |
| White - Roma |  | 6 |
| White - Showman/Show woman  |  | 7 |
| Other White Ethnic Group |  | 8 |
| African, African Scottish or African British |  | 9 |
| Asian - Pakistani, Pakistani Scottish or Pakistani British |  | 10 |
| Asian - Indian, Indian Scottish or Indian British |  | 11 |
| Asian - Bangladeshi, Bangladeshi Scottish or Bangladeshi British |  | 12 |
| Asian - Chinese, Chinese Scottish or Chinese British |  | 13 |
| Any Other Asian |  | 14 |
| Caribbean or Black, Caribbean or Black Scottish, Caribbean or Black British |  | 15 |
| Any Mixed or Multiple Ethnic Groups  |  | 16 |
| Arab, Arab Scottish or Arab British |  | 17 |
| Any Other Ethnic Group |  | 18 |
| Prefer not to say |  | 19 |

**Section 7 – Religion or Belief**

What is your religion or belief?

|  |  |  |
| --- | --- | --- |
| No Religion or Belief |  | 1 |
| Church of Scotland  |  | 2 |
| Roman Catholic |  | 3 |
| Other Christian |  | 4 |
| Muslim |  | 5 |
| Hindu  |  | 6 |
| Buddhist |  | 7 |
| Sikh  |  | 8 |
| Jewish |  | 9 |
| Pagan |  | 10 |
| Any other religion  |  | 11 |
| Prefer not to say |  | 12 |

**Section 8 – Internal / External Applicants**

Are you currently employed by the Mental Welfare Commission for Scotland?

|  |  |  |
| --- | --- | --- |
| Yes |  | 1 |
| No |  | 2 |
| Prefer not to say |  | 3 |

**Section 9 – Where did you see this vacancy.**

MWC Website □ S1 Jobs □ Goodmoves website □ MyJobScotland □

Other Please state here……………

Please **securely** email this form marked **Private & Confidential** to:**mwc.recruitment@nhs.scot**

Alternatively, you can post your application form and equality monitoring form to the HR Department. Please mark as Private and Confidential.

**HR Department**

**Mental Welfare Commission**

**Thistle House**

**91 Haymarket Terrace**

**Edinburgh**

**EH12 5HE**