

Application for Employment

Self-directed Support Project Manager

1. **Personal Details**

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| First Name: | Last Name: |
| Address: | |
| Telephone number(s): | |
| Email Address: | |

1. **Right to work in the UK**

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| Do you have the right to work in the UK?  Yes / No [please delete as appropriate]  *If you are a British citizen, a Swiss citizen, or a citizen of a European Economic Area (EEA) country you automatically have the right to work in the UK. (Restrictions apply to nationals of some EEA countries, including Romania, Croatia and Bulgaria.)*  *For citizens of other countries, you must have a valid visa, work permit or other relevant documentation before taking up employment in the UK.*  *In all circumstances, before a formal offer of employment is made Social Work Scotland will request to see original documents confirming your right to work in the UK.* |

1. **Referees** *(please provide details for two work or education related referees)*

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| --- | --- |
| Name: | Organisation: |
| Position: | How do you know them: |
| Email Address: | Contact Tel No: |
| Address: | |
| Do you give permission for Social Work Scotland to contact this referee prior to interview?  Yes / No [please delete as appropriate]  *Please note that Social Work Scotland will always contact one work referee at stage 2 of the selection process.* | |
|  | |
| Name: | Organisation: |
| Position: | How do you know them: |
| Email Address: | Contact Tel No: |
| Address: | |
| Do you give permission for Social Work Scotland to contact this referee prior to interview?  Yes / No [please delete as appropriate]  *Please note that Social Work Scotland will always contact one work referee at stage 2 of the selection process.* | |
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1. **Education and Qualifications**

*Please give details of education and qualifications which you consider relevant to this application*

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| Institution | Course Title(s) | Qualification / Result |
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1. **Professional development - courses and relevant training**

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

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| Course Title(s) | Qualification or Result |
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1. **Employment History**

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| **Your current 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 summarise your main duties and responsibilities in this role: | | | |

*Please complete chronologically, with the most recent first.*

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| **Previous employment, voluntary work or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please outline the main duties and responsibilities of the role: | | | |

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| --- | --- | --- | --- |
| **Previous employment, voluntary work or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please outline the main duties and responsibilities of the role: | | | |

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| --- | --- | --- | --- |
| **Previous employment, voluntary work or work experience** | | | |
| Post Title: | | | |
| Name and Address of Employer: | | | |
| Dates Employed: | | Salary on Leaving: | Reason for Leaving: |
| From | To |
| Please outline the main duties and responsibilities of the role: | | | |

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| **Any other detail on past employment, voluntary work or work experience which you’d like to highlight:** |
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1. **Information on core skills / competencies**

*There are a number of core skills and competencies required to undertake this role. The following section of the application form is designed to give you an opportunity to evidence how / why you hold these skills and/or competencies.*

*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. You should not write more than 400 words for each answer.*

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| Extensive and varied project management experience, including as a project / programme manager,  and  Experience in managing and directing a project or service budget |
| Please provide one or more examples which best demonstrate the above.   * What was the situation and the context? * How did you influence key players and what skills did you use to challenge their position? * What was the outcome and your personal contribution? |

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| Demonstrable influencing skills, able to resolve conflict and secure agreement on contentious issues |
| Please provide one or more examples which best demonstrate the above.   * What was the situation and the context? * How did you influence key players and what skills did you use to challenge their position? * What was the outcome and your personal contribution? |

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| Experience in managing a team, providing direction, line management support and supervision, and facilitating their ongoing professional development. |
| Please provide one or more examples which best demonstrate the above.   * What was the situation and the context? * How did you influence key players and what skills did you use to challenge their position? * What was the outcome and your personal contribution? |

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| Please tell us why you want this job. |
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1. **Additional Information**

**(8.1) Membership of relevant professional bodies**

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| Professional Body | Date Joined | Grade of Membership |
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**(8.2) Social Work Registration**

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| Are you a qualified social worker, registered with the Scottish Social Services Council (or other country regulator): Yes / No [delete as appropriate] |

**(8.3) Secondment / fixed term**

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| This post is available as either a secondment or a fixed term contract to end March 2021. Please state on which basis you are applying for this post:  Secondment / Fixed term contract [delete as appropriate] |

**(8.4) Disability**

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

1. **Declaration**

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| ***Data Protection Statement***  The information provided by you on this form, and any supplementary forms / correspondence, will be used to assist with the process of recruiting. We keep completed application forms for 3 months, after which all information and correspondence will be deleted. If you are successful in your application, information provided may 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 and in manner described. |

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| **Application for Project Officer post**  Do you also wish to be considered for a Project Officer post?  (NB You do not have to complete another form.)  Yes / No [delete as appropriate] |

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| I confirm that the information given on this application form and on any additional sheets submitted is, to the best of my knowledge, correct.  Signature: Date: |

Please return your completed application form marked Private and Confidential to:

[admin@socialworkscotland.org](mailto:admin@socialworkscotland.org)

If you have any questions about the application, please contact Corinne Groeneveldt on 0131 281 0853 or admin@socialworkscotland.org