

# Administration and Operations Officer

**Application Form**

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| Vacancy: | **Full time Administration and Operations Officer. Fixed-term contract of 2 years.**  |
| Applications closing date/time: | **11:59pm on Sunday 2 March 2025** |
| Email address (to which the application should be sent):  | **Corinne.Groeneveldt@socialworkscotland.org** |
| Interview date(s):  | **Interviews will be held on Tuesday 11 March (may be subject to change).** |
| Any times you would not be available for interview on? |  |
| Are there any adjustments we may need to make to enable you to attend for interview? |  |
| Where did you hear about this vacancy?  |  |

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, you automatically have the right to work in the UK.* *It is against the law to employ a person who does not have permission to live and work 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.* *You can find out more information on this here:*[***Check if you have the right to work in the UK - Citizens Advice***](https://www.citizensadvice.org.uk/scotland/work/right-to-work-in-the-uk/check-if-you-have-the-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: |
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| Name:  | Organisation:  |
| Position:  | How do you know them: |
| Email Address: | Contact Tel No: |
| Address: |
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| *Please note that Social Work Scotland will always contact references before a formal offer of employment is made.*  |

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** |
| 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: |
| Describe any key achievements in this role: |

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

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| **Previous employment or relevant voluntary work** |
| 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: |
| Describe any key achievements in this role: |

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| **Previous employment or relevant voluntary work** |
| 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: |
| Describe any key achievements in this 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 (the ‘essential criteria’ in the recruitment pack) 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 500 words for each answer.*

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| **Tell us more about your specific experience in administration and operations roles, highlighting aspects which you think most relevant to Social Work Scotland.**  |
| *Provide one or more examples to illustrate your answer.* |

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| **Outside your specific skills and experience, please tell us why you would like to work for Social Work Scotland? What aspects of our organisation have led you to apply to for this role?** |
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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) 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 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 and in manner described. |

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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 Corinne.Groeneveldt@socialworkscotland.org