



POST DETAILS	
Job Title	Policy Manager (Maternity Cover)
Location	10 Old Tolbooth Wynd, Edinburgh, EH8 8EQ
Reporting to	Executive Director

GUIDELINES FOR COMPLETING AN APPLICATION FORM

Please read these notes carefully before completing your application.

- Applicants demonstrating that they possess the knowledge, experience, skills, personal qualities and circumstances required for the job stand the best chance of being shortlisted and selected for interview. The job description for the post shows the purpose and job content of the post whilst the person specification lists the criteria the successful candidate will need to meet. Applicants who appear to meet all the essential criteria will be considered for shortlisting and interview.
- In completing the form you should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done and saying how you believe you meet each requirement. The shortlisting panel will not make any assumptions. Simply asserting that you have the required

knowledge, skills, etc. is not enough. It is suggested that you use the selection criteria as headings, in the order that they appear on the person specification, to make sure that you address each criterion in turn.

- When completing the form, please refer to any aspect of your work experience, whether paid or unpaid, that demonstrates how you meet the essential criteria in the person specification and duties and responsibilities in the job description. You may wish to refer to work outside full-time employment such as studying, training, social activities, organising sports, community or voluntary work.
- PLEASE DO NOT submit a CV as it will not be read and will not be used for shortlisting.
- The application form should be typed. Please check that each part of the application has been completed before returning it to us. We accept applications by email or post provided they are returned no later than the closing date. If you return your application form electronically and have not signed and dated the declaration, you will be expected to sign it if you are invited to attend an interview.
- When applying electronically, please attach your application form using your name as the title for the document.

PERSONAL DETAILS	
Last Name	
Initial (s)	

Address and Postcode	
Telephone (daytime)	
Telephone (evening)	
Email address	

NOTICE	
What notice do you need to give to your current employer?	

REFEREES	Please provide details of two referees, one of who should be your present or most recent employer; we would prefer that your referees have known you for a minimum of two years . We will only contact your referees if we are considering making you an offer of employment.
1.	
Name	
Designation	
Address	
Telephone	
Email address	
2.	
Name	
Designation	
Address	
Telephone	
Email address	

WORK RESTRICTIONS	Are there any restrictions regarding your employment, e.g. do you require a work permit?
Please circle the appropriate answer	YES / NO
If Yes, please supply details	

Advertisement source	
Where did you see this vacancy advertised?	

ASSISTANCE FOR INTERVIEW
Please provide details of any adjustments, equipment or assistance you may need if you are invited to interview.

DECLARATION

By signing this section:

I declare that the information contained in this form and all sections is true, fair and accurate. I understand that if I am successful in this application, and any statement/information is subsequently discovered to be false or misleading, Engender may withdraw any offer of employment or dismiss me.

I understand any offer of employment from Engender is subject to satisfactory completion of pre-employment checks and due diligence as appropriate. All information provided will be processed in connection with recruitment in accordance with data processing legislation. You have been provided with an appropriate privacy notice outlining how we process your personal data and who, if anyone, we may share it with.

Signed _____

Date _____

EDUCATION (SCHOOL)	QUALIFICATIONS
Subject and level (e.g. English Higher)	e.g. C

FURTHER / HIGHER EDUCATION	
Institution	Qualification

OTHER RELEVANT TRAINING			
Course	Provider	Subject	Date

MEMBERSHIP OF PROFESSIONAL BODIES		
Institution	Membership Number	Class of membership

CURRENT EMPLOYMENT (Please give details of all current employment)				
Name and address of employer	Position held and summary of duties	Dates From / to	Contracted hours	Salary

PREVIOUS EMPLOYMENT (Continue on an additional sheet if necessary)			
Name and address of employer	Position held and summary of duties	Dates From / to	Reason for leaving

EXPERIENCE AND SKILLS

This section is for you to give specific information in support of your application.

Please refer to the Person Specification and consider to what extent you have gained the skills and experience necessary for the post. It is important to provide evidence of your achievements by giving examples to support your application.

Your experience does not have to have been gained through paid employment.

Please continue on additional sheet if necessary.

EXPERIENCE AND SKILLS CONTINUED

ANY OTHER RELEVANT INFORMATION

Please use this section to provide any other useful information that you have not been able to include elsewhere in the application. This might include interests and skills which would be helpful in this role.

