Logo, company name

Description automatically generatedCAPS Independent Advocacy

**Application Form Cover Sheet - to be retained by applicant**

**Important information for applicants**

* you must use the application form - CVs and covering letters will not be submitted to the recruitment panel;
* do not give your name other than on page 1 of the application form;
* the form will be photocopied so use black ink and one side of the paper only, and do not write in the margin area;
* we recommend that you ask permission before naming someone as a referee;
* if you wish to submit your application by e-mail, it must be sent as a pdf (to minimise formatting errors occurring in transit) to [catherine@capsadvocacy.org](mailto:catherine@capsadvocacy.org)
* if you are invited for interview you will be required to provide proof of your eligibility to work in the UK.

If there is anything you would like to discuss regarding your application, please contact Catherine Street, Communications Manager on 07971 951 502 or catherine@capsadvocacy.org

**Privacy notice**

We need information about you to carry out the recruitment process; without this information we can’t consider you for the post. If your application is successful we will enter into a contract of employment with you, and the recruitment process is an essential pre-contractual step. If your application is unsuccessful, it is in the legitimate interests of CAPS to retain your information as it allows us to investigate any potential complaints that our selection methods or recruitment decisions were discriminatory or failed to make reasonable adjustments under the Equality Act 2010. It also allows us to give feedback to unsuccessful applicants on request.

Along with the information applicants give us on the application form, we also record how the recruitment panel assesses them against the essential and desirable criteria listed in the person specification. If you are selected for interview your interview time and performance will also be recorded. Should we wish to make you an offer of employment, we will obtain references from your referees.

Recruitment information is only seen by the Chief Executive Officer, the Communications Manager and the recruitment panel. However, we may sometimes have to pass on information if we believe you or another person might be at risk – for more information about this, please ask for a copy of our Confidentiality Policy.

We keep all recruitment information for six months from the start date of the successful applicant – this is when the recruitment process is considered officially complete. Certain recruitment information relating to the successful applicant is retained for longer – details of this will be communicated to them during induction.

You have the following rights about your information:

- the right of access – e.g. to ask for a copy;

- the right to rectification – e.g. to ask us to correct mistakes;

- the right to erasure – e.g. to withdraw from the recruitment process and ask us to delete your information;

- the right to restrict processing – e.g. to ask us to stop using it for a period of time if you think we are doing something wrong;

- the right to raise concerns with the Information Commissioner’s Office (ICO) if you think we are doing something wrong. ICO website: **ico.org.uk**

Unsuccessful applicants also have the right to object to processing – e.g. to ask us to stop using your information.

Please note that your rights to erasure and to object may be limited by our need to comply with a legal obligation under the Equality Act 2010.

You can speak to the Chief Executive Officer or Communications Manager about any of these rights, or for more details about how we manage information, please ask for a copy of our Data Protection policy.

CAPS Independent Advocacy is a Scottish Charitable Incorporated Organisation. Scottish Charity Number: SC021772

Old Stables, Eskmills Park, Station Road, MUSSELBURGH, EH21 7PQ

Logo, company name

Description automatically generated

CAPS Independent Advocacy

Application Form

**Personnel and Administration Officer**

|  |  |  |
| --- | --- | --- |
| Surname |  | |
| Initials |  | |
| Address |  | |
|  |  | |
| Postcode |  | |
| Telephone no. |  | |
| e-mail |  | |
|  | | |
|  | |  |

*This post will be subject to membership of the Protecting Vulnerable Groups (PVG) Scheme for regulated work.*

If there is anything you would like to discuss regarding this application form, please contact Catherine Street, Communications Manager on 07971 951 502 or catherine@capsadvocacy.org

**Closing date for applications: Monday 23rd January 2023 at 12 noon**

**IMPORTANT INFORMATION FOR APPLICANTS**

* you MUST use this application form - we do not accept CVs or covering letters as valid applications;
* DO NOT give your name on other pages;
* this form will be photocopied so DO NOT write in the margin area;
* please use BLACK ink and ONE SIDE of the paper only.

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment**  Please list the COMPLETE HISTORY of your employment & voluntary work, going back to when you left secondary education. Please also give an explanation for periods when you were not employed, for example if you were in education, unemployed, taking a career break etc. Please provide an explanation for any unaccounted periods (e.g. you cannot recall the information). Please also tell us what led to your change in circumstances in each case.  You only need to give **detailed** descriptions of situations where you gained experience that is **particularly relevant to the post** **applied for** - for these please tell us your job title, details of your duties and whether you were paid or unpaid. For other situations a brief description will do. Use the next section of the application form to tell us in detail about your education & training.  Please tell us about your most recent employment first. | | | |
| Dates | | Name & details of employer | Reason for moving on |
| From  month/year | To  month/year |
|  |  |  |  |
| **Education / training** (most recent first)  Please list any **relevant** education or training you have undertaken, stating when and where it took place, the name of the course or qualification received, and an explanation of the content. | | | |
|  | | | |

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| --- |
| Having read carefully the **JOB DESCRIPTION** and **PERSON SPECIFICATION**, please tell us what experience, knowledge and abilities you have that make you suitable for this post.  To be considered for interview you will need to demonstrate that you meet **all** the **ESSENTIAL CRITERA** listed on the person specification. It is helpful if you provide information about the **DESIRABLE** criteria as well if you are able to. Please explain your understanding or experience and include examples and/or evidence wherever possible. |
| **ESSENTIAL**  • Experience of managing staff records e.g. contracts, sickness and annual leave and ensuring efficient relevant record keeping;  • Experience of procuring office supplies and services;  • Excellent knowledge of Data Protection and GDPR as well as experience of conducting data protection impact assessments and writing privacy notices;  • Experience of processing financial information including income and expenditure;  • Experience of using IT packages including SAGE and Microsoft Office software including Excel, Access, Word and Outlook;  • Excellent IT knowledge and ability to fix minor problems relating to laptops, mobile phones and internet connections;  • Knowledge of Health and Safety issues relating to office working;  • Excellent organisational skills and be able to plan and prioritise your workload to ensure all regular tasks are completed accurately as well as allowing for unexpected or unplanned tasks which are time sensitive;  • Excellent communication skills and the ability to communicate with a wide variety of organisations, services and people in a non-discriminatory way.  **DESIRABLE**  • Have an understanding of Independent Advocacy: |
|  |

|  |  |  |
| --- | --- | --- |
| **Referees**  Please give the details of TWO referees, one of whom should be your current or most recent employer. We recommend that you ask their permission to name them as referees.  By providing this information you agree to our contacting these referees to obtain references. Referees will not be contacted until after the interviews, and only should we wish to make you an offer of employment. | | |
| 1) | Name |  |
|  | Address |  |
|  |  |  |
|  | Postcode |  |
|  | Telephone no. |  |
|  | e-mail |  |
|  |  |  |
| 2) | Name |  |
|  | Address |  |
|  |  |  |
|  | Postcode |  |
|  | Telephone no. |  |
|  | e-mail |  |

|  |  |
| --- | --- |
| Candidates who have a disability and have met all the essentials of the person specification are guaranteed an interview. | |
| Please state whether you consider yourself to have a disability. | Yes / No (please delete as appropriate) |

|  |
| --- |
| Please note that if you are invited for interview you will be required to provide proof of your eligibility to work in the UK.  Use the space below to tell us about any special requirements you would have if called to interview. |
|  |

Completed forms should be returned by email to:

Catherine Street, Communications Manager, catherine@capsadvocacy.org

Or by post to:Catherine Street, CAPS Independent Advocacy

Old Stables

Eskmills Park

Station Road

MUSSELBURGH

EH21 7PQ

no later than the closing date of: **23rd January 2023 at 12 noon**

If posting, please mark the envelope ‘PRIVATE & CONFIDENTIAL’.

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