

Application form for the post of:

SEEN + HEARD FIFE PROJECT WORKER

Please read and consider the JOB DESCRIPTION AND PERSON SPECIFICATION for this post before you start your application. We will prioritise those applicants who focus on the requirements outlined in the information pack and who are able to ***provide evidence to support examples of previous experiences.***

Please complete all sections of this form and return as a word document by email to:

info@childrensparliament.org.uk

Enquiries about this application to: Chelsea Stinson, Children's Voices Programme Manager, Children's Parliament - 0131 558 9030 or chelsea@childrensparliament.org.uk

Closing date for applications: Wednesday 26th April at 12 noon

Shortlisted candidates will be informed by telephone and email.

Interviews for this post will be held on Tuesday 2nd May in Edinburgh. *Please ensure availability on this day if you are shortlisted.*

You must complete all sections of this form. Page 1 of this form will not be seen by those shortlisting during the shortlisting process.

Your Name	
Your Home Address	
Home Phone	
Mobile	
Work Phone (only if we can contact you at this number)	
E-Mail address (which can be used for communication about your application).	

ELIGIBILITY TO WORK IN THE UK:	YES/NO
Do you need a permit to work in the UK?	
If YES and shortlisted for interview you will need to provide proof of eligibility to work in the UK.	

NOTICE PERIOD: When would you be able to take up the post? Because of the nature of the project we are keen to start employment before July 2016.	
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EMPLOYMENT HISTORY

Please give details of posts held, starting with the most recent.

There are a number of boxes below, use a different one for each post you are describing, copy and paste as many boxes as you need to describe your employment history.

This section can include unpaid (voluntary) posts.

Each box asks for further detail about the post you held. Please make sure you describe your work as succinctly as possible (not just the work of the agency/organisation you were employed by).

Please draw attention to aspects of the post you held which will be of most interest to us in consideration of the post we are recruiting for.

Year	Post	Employer	Further detail

Year	Post	Employer	Further detail

Year	Post	Employer	Further detail

QUALIFICATIONS AND TRAINING

There are a number of boxes below, use a different one for each qualification or training course you are describing, copy and paste as many boxes as you need to describe your qualifications/training.

In terms of the further detail requested about qualification/training, **please focus on what is most relevant to this application.**

Year awarded	Award name/title	Details of awarding body or institution	Further detail

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MORE ABOUT YOUR PROFESSIONAL PRACTICE AND EXPERIENCE

Please use no more than 300 words in each response below.

- 1. Please provide information on your direct experience of delivering projects involving children of primary school age. It would be useful to highlight if any of this experience has been with looked after children specifically.**
- 2. The Children’s Parliament seeks to ensure children’s voices are heard by adults in their lives – parents, carers, teachers, other professionals and the wider community. Please give information about any experience you have in this area.**
- 3. Please provide details of work you have done which has included or supported children with challenging behaviour and/or additional support needs.**
- 4. Tell us about experience you have of supporting or facilitating projects involving the creative arts.**
- 5. We believe paying attention to detail can make the difference when we seek a successful outcome. Please give us an example(s) of how paying attention to detail has mattered in your work.**
- 6. How do you uphold children’s rights in your professional practice?**

PERSONAL STATEMENT

Please use this opportunity to give us any more information that you feel would be useful in support of your application (maximum 300 words please).

DECLARATION

At interview you will be asked to confirm/sign a statement that the information you have given on this form is correct. Misleading statements may result in dismissal if they become known after appointment. You will be asked to consent to Children's Parliament checking any information you are unable to personally verify.

REFEREES

Please give the following details of two people who can comment on your suitability for this post. One of these should be your present or most recent employer. Referees are not contacted before an offer of employment is to be made.

First Referee

Name	
Job Title	
Organisation	
Address	
Phone	
Email	
Relationship to candidate	

Second Referee

Name	
Job Title	
Organisation	
Address	
Phone	
Email	
Relationship to candidate	

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