

**Application Form**

**Position: Communications & Engagement Officer**

To apply, please email [stuart@scotland-malawipartnership.org](mailto:stuart@scotland-malawipartnership.org) by:

**5.30pm (UK time) Monday 20th February ‘23** with:

1. The YouTube link to your video
2. This completed application form
3. An up to date CV (2 sides of A4 max)
4. Separately (NOT attached to your application as a PDF please) the equal opportunities monitoring form (completion of this equal ops form is voluntary not mandatory)

Guidance notes:

* Please read the Application Pack before completing this form. This can be downloaded from: [www.scotland-malawipartnership.org/get-involved/vacancies-and-opportunities/](http://www.scotland-malawipartnership.org/get-involved/vacancies-and-opportunities/)
* If you are successful at interview you will be asked to provide evidence of your qualifications, proof of your right to work in the United Kingdom, and any other documentary evidence required for the post.
* Please include an electronic signature on the final page of this form.

**1. CONTACT DETAILS:**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forename(s):** |  |
| **Date of Birth:** |  |
| **Correspondence Address:** |  |
| **Telephone Number:** |  |
| **Mobile Number:** |  |
| **E mail:** |  |

**2. EMPLOYMENT DETAILS:**

Starting with your present or most recent employer:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates employed** | | **Employer** | **Job title and key responsibilities** | **Final salary and reason for leaving** |
| **From** | **To** |
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| **Notice required by current employer:** |
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| **Space for optional comments regarding job record or career path and its relevance to this application**  (e.g. explaining employment gaps, reasons for move from one field to another, geographical moves, etc) |
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**3. EDUCATION AND QUALIFICATIONS:**

Please tell us about any formal, trade or vocational training or education you have received.

Begin with the most recent and work backwards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | | **Name and Location of Institute** | **Subjects studied** | **Grades and Qualifications gained** |
| **From** | **To** |
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| **Other relevant training:** |
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| **Please describe your level of ICT experience:** |
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**Do you currently hold a full UK driving license?** Yes / No

**4. SUPPORTING STATEMENT:**

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| **In no more than 500 words, please explain, with reference to the Job Description and Person Specification, what demonstrates your having the values, knowledge, skills and experience specified for this role. We encourage you to include links to relevant digital engagements you have been responsible for, making clear the level and extent of your involvement:** |
|  |

**5. PERSONAL INTEREST**

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| **In no more than 200 words, please tell us a little more about what has attracted you to the Scotland Malawi Partnership and what has motivated you to apply for this particular role:** |
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**6. SUPPORTING PERSONAL VIDEO MESSAGE:**

Please record a 2-minute video of yourself briefly highlighting:

1. Your name
2. What appeals to you about this role
3. What specific skills & experience you have that would equip you for the post.

This can be recorded on a phone and is not testing your broadcast nor your technical skills. Its purpose is solely to help you tell us about your suitablity for the role as detailed in the application pack. Please check that it’s audible and upload your 2 minute video to a private YouTube link.

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| **Private Youtube URL to video:** |
|  |

**7. ASYLUM AND IMMIGRATION ACT 1997:**

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| --- |
| National Insurance Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Do you require a work permit to work in the UK? Yes / No  Do you currently hold a work permit? Yes / No / N/A  Do you have leave to remain in the UK? Yes / No / N/A  If yes, until what date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**8. MEDICAL**

|  |  |  |
| --- | --- | --- |
| Have you, to your knowledge, any illness or medical condition that could affect your ability to carry out the duties of the post you are applying for: Yes / No   |  |  | | --- | --- | | If yes, please give details: |  | |

**9. REFERENCES**

|  |  |
| --- | --- |
| Except in circumstances which would render it inappropriate, taking up an offer of employment with the Partnership will be conditional upon the Partnership receiving a satisfactory written reference from the appointee's existing or, where there is none, immediately previous employer. | |
| **Reference 1:** (most recent employer)  Name:  Position:  Organisation:  Address:  Telephone:  Email:  How long have you known this referee?  In what capacity?  I am happy for the SMP to contact this referee now  Prior notice requested | **Reference 2:**  Name:  Position:  Organisation:  Address:  Telephone:  Email:  How long have you known this referee?  In what capacity?  I am happy for the SMP to contact this referee now  Prior notice requested |

**10. DECLARATION**

I certify that the information provided on this form and in any attachments is correct and understand that any misrepresentation or omission may result in the cancellation of any contractual agreement or, if appointed, may render me liable to disciplinary action, including dismissal. I understand that the information I have given may be stored in manual and electronic files and is subject to the provisions of the Data Protection Act of 1998. I agree to information provided on this form being used by the Partnership in accordance with that Act.

|  |  |
| --- | --- |
| Signature: |  |
| Date: |  |