# APPLICATION FOR EMPLOYMENT

# Team Leader

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Post Code |  |
| Telephone | Daytime: |
|  | Evening: |
| Email address |  |

I declare that, to the best of my knowledge, everything on this form is true and accurate. I understand that any items found to be misleading or untrue following appointment to the post will lead to disciplinary procedures and potential dismissal.

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

### Please return to: Recruitment – Private & Confidential

###  The Advocacy Project

 Cumbrae House

 15 Carlton Court

 Glasgow G5 9JP

 caroline@theadvocacyproject.org.uk

Applications submitted by email will require to be signed at interview

NB – As part of the recruitment process, this front page will be detached for the purposes of short listing

|  |  |
| --- | --- |
| Secondary Education Qualifications Gained(please include dates) |  |

|  |  |
| --- | --- |
| Further/Higher EducationQualifications Gained(please include dates) |  |

|  |  |
| --- | --- |
| Professional QualificationsQualifications Gained (please include dates) |  |

|  |  |
| --- | --- |
| Any relevant voluntary or community involvement |  |

|  |  |
| --- | --- |
| Name and address of present or most recent employer |  |

|  |  |
| --- | --- |
| Position held and duties |  |

|  |  |
| --- | --- |
| Period employed |  |
| Notice of termination required |  |
| Reason for leaving |  |

|  |
| --- |
| Previous Employment (continue on separate sheet, if necessary) |
| Name of Organisation | Period Employed | Position Held, Duties & Reason for Leaving |
|  |  |  |
|  |  |  |
|  |  |  |

Please answer the following points in relation to the person specification (You can continue on a separate sheet but limit each response to 100 words):

Outline your experience of leadership and management

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| --- |
|  |

Outline your understanding and experience of the importance of Performance Management and Quality Standards

|  |
| --- |
|   |

Outline your understanding of demand management

|  |
| --- |
|  |

Outline your knowledge and understanding of monitoring and reporting. Give an example

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| --- |
|  |

Describe how you would raise awareness of advocacy services.

|  |
| --- |
|  |

Describe your experience of liaising, networking and negotiation with statutory bodies

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|  |

Please give the details of two people who can provide you with a reference, one of whom should be your current or most recent employer. If you are invited for interview, your referees will be contacted automatically, therefore please indicate if you do not wish contact to be made at that stage.

## Referee 1

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email address |  |
| Relationship to applicant |  |
| Contact prior to interview? | Yes / No |

## Referee 2

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Post Code |  |
| Telephone |  |
| Email address |  |
| Relationship to applicant |  |
| Contact prior to interview? | Yes / No |