

**Application form - Scottish National Party Westminster Group**

**(Applications for this role must be received by 23:59 Sunday 15th August 2021)**

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| --- | --- | --- | --- |
| **Post** | Press Officer | **Contract** | Fixed term – Full-time |
| **Location** | Westminster, London, home working and occasional travel to Scotland. | **Starting salary**  | Dependent on experience and in line with the pay scale for Press Officer (£26,912 to £37,408) |
| ***Completed applications should be returned by email to*** ***snpgroup@parliament.uk*** ***by 23:59 (GMT) on 15/08/2021; applications submitted late or by other means may not be accepted. Any queries should also be sent to the same address. We will endeavour to respond within 24 hours. We expect to hold interviews by the end of August.*** |

1. **About You**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname** |  | **Title** |  |
| **First name(s)** |  | **Previous names** |  |
| **Address** |  |
| **Home Phone** |  | **Mobile** |  |
| **Email address** |  |
| **Nationality** |  |
| **If you are a non-UK citizen do you have leave to enter and remain indefinitely in the UK free from restriction?** |  |
| **If ‘Yes’, please enclose copies of your passport and/or visa and any Home Office letters confirming this with your application. Originals may be required if your application is progressed** |

1. **About your education, qualifications and training**

Please list all academic and professional qualifications and training completed in chronological order.

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| --- | --- | --- |
| **Institution Attended** | **Date of completion** | **Qualification & Subject matter** |
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1. **About your employment history**

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| --- | --- |
| **Are you currently in employment?** |  |
| **If ‘Yes’ how much notice are you required to provide?** |  |

Please list all your previous employers in chronological order including voluntary or unpaid work.

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| --- | --- | --- | --- |
| **Name of employer** | **Dates of employment** | **Position held and main duties** | **Reason for leaving** |
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1. **Membership of professional bodies**

If you are a member of any professional body, please give details below.

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|  |

1. **References**

Please give the name and contact details of two referees for the purposes of references. One should be a recent employer. **Referees will only be contacted if you are offered the role, although any offer will be subject to the receipt of satisfactory references.**

Referee 1

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship to you** |  |
| **Address** |  |
| **Telephone contact** |  |
| **Email contact** |  |

Referee 2

|  |  |
| --- | --- |
| **Name** |  |
| **Relationship to you** |  |
| **Address** |  |
| **Telephone contact** |  |
| **Email contact** |  |

1. **Competencies**

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| **IMPORTANT INFORMATION**It is essential that you complete this section. Please refer to the job description and person specification for further details. |
| Please explain and demonstrate how your experience, skills and knowledge meet the selection criteria for the post described in the **Person Specification**. Please include examples of previous work or experience in your responses. (max. 1000 words)  |

1. **Declaration**

I declare that the information contained within this application is correct. I understand that, if I have knowingly provided false information, I may be disqualified or dismissed after appointment.

Signature:

Date: