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| **Job Title:** | **Constituency and Communications Assistant to Claire Hanna MP** |

All information will be treated in confidence and will be used to assess your suitability for the post.

Candidates will be short listed on the basis of information contained in this application and checklist.

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| **Post Applied for:** | **Constituency and Communications Assistant** |
| **Closing Date:** | **5pm 27 March 2025** |
| **Where did you hear about this post?** |  |

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| **Personal Information** | | | |
| **Surname:** |  | | |
| **Forename(s):** |  | | |
| **Address:** |  | | |
|  | | |
|  | | |
|  | **Postcode:** |  |
| **Day Tel:** |  | | |
| **Evening Tel:** |  | | |
| **Mobile Tel:** |  | | |
| **Email:** |  | | |
| **Have you ever been convicted of a criminal offence?**  [Exclude convictions which are spent under the  Rehabilitation of Offenders (NI Order 1978)] | |  | |

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| **Qualifications and Training** | | | |
| **Type of Exam / qualification** | **Subject** | **Grade / Result** | **Institution attended / awarding body** |
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| **Employment History** | | | |
| **Most recent employer** | | | |
| **Dates of**  **Employment:** | **Name & Address of Employer** | **Job Title and summary of main duties and responsibilities** | |
|  | . |  | |
| **Current Salary:** |  | Current Notice Required:  Reason for Leaving: |  |
|  | | | |
| Previous Employment | | | |
| **Dates of**  **Employment:** | Name & Address of Employer | Job Title and summary of main duties and responsibilities | **Reasons for leaving** |
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| **Relevant experience to this post** |
| Drawing upon all of your experience from paid work, academic and voluntary roles and using the Job Competencies, consider how your skills, experience and abilities relate to each criteria for this post. Please describe fully and to what extent you meet the criteria by providing clear information and examples.  **Essential Criteria:**  **Desirable Criteria:** |

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| **References** | | | |
| All offers of employment are subject to receipt of satisfactory references. Please provide the names, telephone numbers, addresses and email addresses of two referees, one of whom should be your present or most recent employer. | | | |
| **First Referee:** | | **Second Referee:** | |
| **Name:** |  | **Name:** |  |
| **Address:** |  | **Address:** |  |
|  |  |
|  |  |
| **Postcode:** |  | **Postcode:** |  |
| **Tel:** |  | **Tel:** |  |
| **Email:** |  | **Email:** |  |
| **Occupation:** |  | **Occupation:** |  |
| **Relationship**  **to you:** |  | **Relationship**  **to you:** |  |

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| **Declaration** | | | |
| I declare that the information on this form and any attachments is correct and complete.  I understand that to withhold, falsify or omit any relevant material fact(s) will lead to disciplinary action, including dismissal in the case of a successful applicant. I authorise the verification of any or all of the information listed on this form and any attachments. | | | |
| **Signature:** |  | **Date:** |  |

***If you are submitting your application online or by email, please print your name in the signature box***

Claire Hanna MP is committed to promoting equality, diversity and an inclusive and supportive environment for staff and volunteers.

In order to do this, it is necessary to collect information from all employees and job applicants on the key characteristics which relate to equality and diversity in employment. The information collected will be used for monitoring purposes under the terms of the Data Protection Act 1998.

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| **Request for Information** | | | | | | | |
| **Post Applied for:** |  | | | | | | |
| **Date of Birth:** |  | | | **Gender:** |  | | |
| **Disability:** | You should declare a disability if you perceive yourself as being at a disadvantage in obtaining, keeping or advancing your employment due to a physical, sensory, intellectual, dietary, communicative, psychiatric, allergic, or any other impairment. | | | | | | |
| **Health:** | Do you have any medical condition that could significantly affect your performance of the duties of the post for which you are applying? | | | | | | |
| **Religion:** | **I identify myself as:** (please tick or place an ‘x’ in the box) | | | | | | |
| **Catholic:** |  | **Protestant:** | |  | **Other:** |  |
| **Nationality:**  (Please specify) |  | | | | | | |
| **Ethnicity:** | You are asked to classify yourself in the category, which you feel most nearly describes your origin. If none of the specific groups are suitable please mark the relevant **Other** and **specify your ethnicity**.  **I would consider my ethnic origin as:** (please tick or place an ‘x’ in the box) | | | | | | |
| **Indian:** |  | **Pakistani:** | |  | **Bangladeshi:** |  |
| **Other Asian:** |  | **Caribbean:** | |  | **African:** |  |
| **Chinese:** |  | **White – British:** | |  | **White – Irish:** |  |
| **Other White Background – please specify:** | | | |  | | |
| **Other Ethnic Background – please specify:** | | | |  | | |

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| **Returning Your Application** |

**PLEASE RETUNR YOUR APPLICATION FORM BY EMAIL:**

Please return **ALL** pages as one document.

Please send your complete application document to **claire.hanna.mp@parliament.uk**. The Monitoring Form will be detached from the other sections and kept confidential. It will only be used for monitoring purposes and will not be used by the short-listing or interview panel.

**ALL APPLICATIONS MUST BE RECEIVED BY 5pm 27 March 2025**

* Late applications will not be considered
* Applications that are not fully completed will not be considered
* CVs will not be considered

If you have any queries about anything in this information pack, please contact:

**Siobhán McAlister**

**siobhan.mcalister@parliament.uk.**

**028 9099 6066**