Vacancy: Media Relations Officer

Please read the section “About Your Application” before completing this form.

1. CONTACT DETAILS

Surname: 

Title: 

Forename(s): 
(preferred name in capitals) 

Former name(s): 
(if any) 

Address for letters: 

Postcode: 

Contact Telephone Number: 

Email address: 

2. OTHER INFORMATION

Do you wish to work on a job-share basis? 
(please specify preferred work pattern) 

Where did you find out about this post? 
(please specify) 

Are there any dates when you would NOT be available for test/interview? 
(these dates will be avoided where possible) 

If appointed, how much notice would you require before taking up appointment?
IN CONFIDENCE (WHEN COMPLETED)

3. CONDITIONS

Only applications which contain all the requested information, including the Equal Opportunities Monitoring Form, will be considered. We do not accept CVs. Information in support of your application will not be accepted after the closing date for receipt of application. Late applications will not be accepted.

Please ensure that you are eligible for this job by referring to the accompanying “Information About the Job” document. If you are successful at interview, a complete enquiry into your eligibility will be made. This will cover any educational or professional qualifications, professional membership and/or employment history that you record in Part B of the form. If you are uncertain about any aspect of your eligibility, please contact us.

Please note that evidence of emailing your application does not guarantee that it has been received by the Parliament. If emailing your application you must ensure that you receive e-mail acknowledgement that your e-mail has reached us.

4. DECLARATION

The information I have provided in Part B of this form is complete and accurate to the best of my knowledge. I understand that if it is found that any statement is inaccurate, misleading or incomplete, I will liable for disqualification or, if appointed, to dismissal.

Under the terms of the Data Protection Act 1998, I agree that the information given in Parts A and B of this application and Equal Opportunities Monitoring form may be processed to provide management information for recruitment and equal opportunities monitoring purposes. This information will not be retained longer than it is needed and paper records are normally disposed of after 6 months. Applicants will have the right of access to any information held about them.

I confirm that I have read and agree to the conditions and declaration above: ☐

Name: __________________________________________________________

Date: ______________________

If you are successful at interview we will ask you to sign this form.

IMPORTANT NOTE

If you submit your application by e-mail you MUST ensure that you receive an automatic acknowledgement from us. If you do not receive acknowledgement you should contact us within 48 hours.
Application for the post: Media Relations Officer

Before you complete this part of your application please read the guidance “About Your Application”. It is your responsibility to demonstrate clearly in this form how you satisfy the published skills, knowledge, qualifications and experience criteria.

### Qualifications

You only need to tell us about qualifications that we have specified as essential (in the job advert and “Information About the Post”). It is your choice whether you provide details about other qualifications you think are relevant to your application. We will, however, make a complete enquiry into any/all qualifications that you record in this form, whether they are essential or not.

#### 1. EDUCATIONAL QUALIFICATIONS

If we have specified a degree or other higher level qualification as essential, you do not need to complete this section: **please go to Section 2**

<table>
<thead>
<tr>
<th>Qualification (eg Higher, Standard Grade, O-level)</th>
<th>Subject</th>
<th>Result</th>
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</table>
2. UNIVERSITY OR FURTHER EDUCATION

First degree (or other third level qualification)
If a degree or other higher level qualification is specified as essential please provide details. If not please go to Section 3

<table>
<thead>
<tr>
<th>University or college:</th>
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<tbody>
<tr>
<td>Details of qualification:</td>
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<tr>
<td>(type, full title and level of award)</td>
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<tr>
<td>Main subjects:</td>
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</table>

**Post-graduate qualifications**

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<th>University or college:</th>
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<tbody>
<tr>
<td>Details of qualification:</td>
</tr>
<tr>
<td>(type, full title and level of award)</td>
</tr>
<tr>
<td>Main subjects:</td>
</tr>
</tbody>
</table>

If you are successful at interview, we may ask you to confirm dates and provide details of an academic referee.

3. PROFESSIONAL QUALIFICATIONS/MEMBERSHIPS
Provide details of any qualifications or memberships that we have specified as necessary. If not please go to Section 4

<table>
<thead>
<tr>
<th>Title of Qualification(s)/Membership(s). Please include relevant registration number(s)</th>
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If you are successful at interview we may ask you to confirm dates. Confirmation of membership/qualification may form part of our pre-employment enquiries.
4. EMPLOYMENT HISTORY

If your start date in present or previous employment was more than 5 years ago you DO NOT need to tell us the start date.

Are you currently employed?  
Yes ☐  No ☐

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<tr>
<th>Present employer</th>
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<tr>
<td>Employer’s name:</td>
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<td>Address for reference:</td>
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<tr>
<td>Tel no:</td>
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<tr>
<td>Job title and main duties:</td>
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<tr>
<th>Date started:</th>
<th>Current salary (optional):</th>
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Why do you wish to leave?

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<th>Employers’ references</th>
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<td>Please note that employers’ references covering the last 5 years will be required if we are considering you for an appointment following your interview.</td>
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<tr>
<td>Please confirm that we may approach previous employers for a reference: Yes ☐</td>
</tr>
<tr>
<td>If you are successful we will ask for your consent before we approach any present employer(s)</td>
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</tbody>
</table>
Please provide details of your previous employment (including self-employment) over the last 5 years, or any other relevant jobs. Start with the most recent.

<table>
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<tr>
<th>Dates (MM/YY)</th>
<th>Name, address and phone no. of employer</th>
<th>Job title and main duties</th>
<th>Reason for leaving</th>
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Only Part B of your application will be provided to the selection panel
5. **SKILLS AND KNOWLEDGE**

Please study the “Skills and Knowledge” section in the accompanying “Information about the Job”. Use this space to demonstrate that you have the skills and knowledge we have asked for. **Address each of the criteria in turn, using specific evidence to support your statements.** You may also use this space to include any other information which may be relevant to your application.

This is a very important part of your application. If you fail to deal with each of the criteria the selection panel will find it difficult to assess your application and may be unable to invite you to interview. The selection panel will not make assumptions as to the skills and experience you have gained, for instance through a job title.

We would normally expect this to take no more than 2-3 pages in total, but you may use more if necessary.

You must demonstrate the following requirements:

- Media Relations Expertise
- Communication and Interpersonal Skills
- Teamworking
- Organisational Skills and the Ability to Work to Tight Deadlines
- Problem Solving and Decision Making
- Political Awareness
Only Part B of your application will be provided to the selection panel
Only Part B of your application will be provided to the selection panel
Equal Opportunities Monitoring Form

This form must be completed and returned along with your application form. However, where you would prefer not to answer a particular question, you can tick the relevant box in order to indicate this. The data collected in this form will be used only to enable the Scottish Parliamentary Corporate Body (SPCB) to:

1. Review and report on the effectiveness of its equal opportunities policies, and
2. Make reasonable adjustments that are required in order to ensure that candidates with disabilities can compete with all other candidates on equal terms.

The information provided on this form will be treated in the strictest confidence and held securely within the Human Resources Office. It will only be released on a need to know basis. The only information from this form that will be passed to the short-listing or interviewing panel will be any essential information that you have provided about the adjustments that you may require if you have a disability.

Introduction

The Scottish Parliamentary Corporate Body is committed to promoting equality of opportunity and treatment and to eliminating unfair discrimination in its employment practices. It will seek to ensure that all job applicants and staff are treated fairly, with respect and without bias. No job applicant or employee will receive less favourable treatment than others because of her or his: gender; gender identity; sexual orientation, marital or family status; racial group (includes colour, race, nationality, national or ethnic origin), religion, religious belief, or a similar philosophical belief (or lack of any of these); disability (unless such treatment is objectively justified); age (subject to retirement practice age); part-time or fixed-term contract status (unless such treatment is objectively justified); and trade union membership status/activities.

What happens to the information you provide on this form?

This monitoring form will be separated from your application form when it arrives in the Parliament’s Human Resources Office and the information you have provided on it will be extracted and placed into our confidential monitoring database. You are assured that the information you provide in this form will be handled on an anonymous and confidential basis, and that it will not be passed onto anyone in such a way that it is associated with, or identifies, you or any other individuals. There is one exception to this rule, and this relates to some of the information that you are asked to provide about any disability that you might have.
Why is some of the information provided in relation to disability treated differently to the other information provided on this form?

If you have a disability, we ask you to tell us about any adjustments that you would wish to be made to the selection or interview process in light of your disability. Sometimes, in order to make such adjustments, we may need to pass this information onto others (for example, the selection panel).

If, at any stage, we must pass information about such adjustments onto other people in order to meet your needs, we will do this sensitively and by passing on as little information as possible.

How have the questions in this form been drafted and selected?

This form asks questions relating to those grounds on which the law currently prohibits discrimination, and those grounds on which the law may prohibit discrimination in the near future.

In drafting this monitoring form, we have based the questions on ethnic group and religion on the relevant questions within the 2011 Census. It makes sense for us to do this, as the Census provides baseline data that we can use to establish whether the people applying for jobs at the Scottish Parliament are broadly representative of the Scottish population.

All equal opportunities monitoring forms ask people to put themselves in categories. This can be problematic because sometimes not everyone will agree on which categories should be used in a form like this. It is also important that people are not compelled to disclose information which they would prefer to keep private. In designing this monitoring form, we have tried to take all of these issues into account as far as possible.

For each question on this form, you should only tick one box (except for question 6 which is divided into five different sections)

1. GENDER IDENTITY

   How would you describe your gender?
   
   ☐ Female
   ☐ Male

   Would you consider yourself to be transgender?
   
   ☐ Yes
   ☐ No
   ☐ I prefer not to answer this question
2. ETHNIC GROUP

**What is your ethnic group?** For this question, please choose one section from A to E and then tick the appropriate box in that section in order to indicate your ethnic group.

A. White

- [ ] Scottish
- [ ] Other British
- [ ] Irish
- [ ] Any other White background - *Please specify* __________________________

B. Mixed

- [ ] Any mixed background

C. Asian, Asian Scottish or Asian British

- [ ] Indian
- [ ] Pakistani
- [ ] Bangladeshi
- [ ] Chinese
- [ ] Other Asian background - *Please specify* __________________________

D. Black, Black Scottish or Black British

- [ ] Caribbean
- [ ] African
- [ ] Other Black background - *Please specify* __________________________

E. Other ethnic background

- [ ] Any other ethnic background - *Please specify* __________________________

3. AGE

**What is your age?**

*Please specify age (in years) __________*
4. RELIGION

Which of the following religions, religious denominations or bodies do you currently belong to? If you do not belong to any of these, please tick “None”.

☐ None
☐ Church of Scotland
☐ Roman Catholic
☐ Other Christian - Please specify
☐ Buddhist
☐ Hindu
☐ Jewish
☐ Muslim
☐ Sikh
☐ Other religion - Please specify

5. SEXUAL ORIENTATION

How would you describe your sexual orientation?

☐ Heterosexual
☐ Gay Man
☐ Lesbian
☐ Bisexual Man
☐ Bisexual Woman
☐ Other - Please specify
6. DISABILITY

The Equality Act 2010 defines disability as “a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

(a) Do you consider that you have a disability?

☐ No (If you have ticked ‘No’, you should not answer any more of the questions on this form)

☐ Yes

We guarantee to interview any disabled applicants who meet the essential requirements for the job they’ve applied for. The essential requirements for this job are described under “Qualifications and Experience” and “Skills and Knowledge”. This means that if you meet any qualification or experience criteria that we have set, and are assessed as providing “acceptable” evidence of the skills and qualities asked for we will automatically invite you to interview.

If you have a disability and would like to talk to us about any aspects of this job please get in touch.

(b) Please tick this box if you have a disability and wish to be considered under this arrangement  

The SPCB also wishes to ensure that disabled people are able to compete during the recruitment and selection process on equal terms. We will therefore make any reasonable adjustments necessary to this process to make this possible. This might involve, for example, providing a candidate with modified equipment or practical assistance at an interview. It might also involve taking account of any feature of your disability that may affect your performance to ensure that you are not disadvantaged. To ensure that reasonable adjustments can be made, we would be grateful if you could complete the following questions:

(c) If you think that your disability may have had an effect upon your ability to complete the job application form, please tell us here what effect it may have had.


Only Part B of your application will be provided to the selection panel
(d) Please tell us the nature of your disability and what impact, if any, your disability may have on you during the interview process (if you are asked to attend an interview for this post).

________________________________________________________________________

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(e) Please tell us about any adjustments which you would wish to be made to the interview process in light of your disability. (If you do not require any such adjustments, please state “None”)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

The information you have provided in the questions above will not count against you, but will help us to consider ways in which we can reasonably accommodate your needs.

We are also committed to making all reasonable adjustments to enable our employees with disabilities to carry out their duties effectively. If you are successful in being appointed to this post, we will give you an opportunity to inform us of any such adjustments that you may require before you take up the post. All members of staff employed by the SPCB are also very welcome to discuss such adjustments with their line manager or with the Human Resources Office at any time during their employment in our organisation.

Versions of the form are available in paper or on-screen versions. Both kinds of form can be found on our web-site at: www.scottish.parliament.uk/corporate/recruitment If you have any difficulties completing this form, or if you would like it in an alternative format (such as large print or audio tape) please get in touch with us:

Only Part B of your application will be provided to the selection panel
IN CONFIDENCE (WHEN COMPLETED)

Address: The Human Resources Office
         The Scottish Parliament
         Edinburgh
         EH99 1SP

Telephone: 0131 348 6500 (Calls via RNID Typetalk welcome)
Textphone: 0845 301 0015

Fax: 0131 348 6639
Email: jobs@scottish.parliament.uk

IMPORTANT NOTE
If you submit your application by email you MUST ensure that you receive an automatic acknowledgement from us. If you do not receive acknowledgement you should contact us within 48 hours.