

**APPLICATION FOR EMPLOYMENT – PRIVATE AND CONFIDENTIAL**

**Application for Position of:** FCO Social Work Adviser (Mental Health)

**Salary:** £36,000 per annum

**Closing Date**: 9am Tuesday 9th July. Applications submitted after

9am deadline will not be accepted. You will be contacted on or shortly

after 9th July to confirm if you have been shortlisted for interview.

**Interview Date:** Wednesday 17th July to be held at FCO Westminster

**Please Note:** Employment start dates are dependent on successful FCO

security clearance.

***Please return your completed application by email to: ross.erlam@heathrow.com***

***You will be asked to sign your application at interview if you are short listed****.*

**PERSONAL DETAILS**

**Family name**: ---------------------------------**Forename/s**: ---------------------------------------

**Preferred Title**: Ms/Mrs/Miss/Mr/Other --------------------

**Address**: --------------------------------------------------------------------------------------------------

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----------------------------------------------------------------------- **Post code**: -----------------------

**Telephone Contact**:

1 ----------------------------------------- 2 --------------------------------

**Email Contact:**

**National Insurance Number**: ------------------------------- **HCPC Reg No**: ---------------------------

**Are you a British National? YES / NO**

**Do you require a work permit to work in the UK? (Delete as applicable) YES / NO**

**EDUCATION AND TRAINING** (use a second page if required)

|  |  |  |
| --- | --- | --- |
| Name of Secondary School/College/University | Dates (mm/yy)  From To | Subjects Studied  Qualifications gained |
|  |  |  |

Membership of professional bodies if any:

**EMPLOYMENT HISTORY** (use a second page if required)

|  |  |  |
| --- | --- | --- |
| Dates (mm/yy)  From To | Position Held  Employers Name  Address | Brief outline of role/responsibilities  key achievements and reason for leaving. |
|  |  |  |

**SUPPORTING STATEMENT**

1. What attracted you to the position.
2. What would you be able to bring to the role.

*Please use additional pages if necessary.*

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**SUPPORTING STATEMENT 2**

A large part of the SWA role involves providing advice to consular staff to support vulnerable British Nationals abroad and through the repatriation process, specifically in area of mental health.

Please tell us why you feel you have the qualities and experience to provide advice in this area. Provide examples of previous work that illustrates this.

*Use additional pages if necessary*

**SUPPORTING STATEMENT 3**

Please demonstrate how you meet the skills, knowledge & experience required for this role.

*PLEASE provide evidence referencing the person specification.*

|  |
| --- |
|  |

**IF Applicable**

**SUPPORTING STATEMENT FOR ADDITIONAL TEAM LEADER RESPONSIBILITES**

**This position has the option to apply for team lead responsibilities, if you wish to be considered for this please demonstrate how you meet the skills & experience.**

***Provide evidence referencing the person specification.***

1. What attracted you to the additional responsibility.
2. What would you be able to bring to the role.
3. Tell us of your knowledge, skills and experience which would make you suitable for the role of team leader.

*Please use additional pages if necessary and mark N/A if you do not wish to be considered for the team lead role.*

**BACKGROUND INFORMATION**

Do you undertake any public duties/volunteering? YES/NO

If YES, please give details

Do you have any life experience relevant to this role? Please comment

**INTERESTS**

Please state briefly any additional interests

**ADDITIONAL INFORMATION**

What period of notice do you need to give to your current employer?

Do you have any disability/ies you need/wish to tell us about?

**MEDICAL**

How many days of absence have you had in the last year due to illness?

**CONVICTIONS**

Please disclose any cautions, convictions or bindovers

*NB: This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974*

*An extract from our policy is included in your application pack and we will require an enhanced CRB check*

**REFERENCES**

Please give details of two personnel/human resources departments/persons from whom references can be requested. One of these **must** be your present/most recent employer.

|  |  |
| --- | --- |
| **First Referee**  Job Title    Name    Address  Relationship to you  Telephone number  Email | **Second Referee**  Job Title    Name    Address  Relationship to you  Telephone number  Email |

***NB: Any false statement can lead to rejection of the application or if employed, dismissal***

***You will be asked to sign your completed application form at commencement of interview***

Please complete and return this form by email to:

[***ross.erlam@heathrow.com***](mailto:ross.erlam@heathrow.com)