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| **Application for employment** | **C:\Users\hindsd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\1F001B7D.tmpOffice of Damian Hinds MP****House of CommonsLondon SW1A 0AA** |
| Position applied for | Parliamentary Assistant |
| Name |  |
| Address |  |
|  |  |
| Email address |  |
| Phone number |  |
| Date of application | 9 May 2022 |

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| **Directly relevant experiencePlease list any work or other experience that you think would be directly relevant to this role. This could include dealing with people’s complex problems (e.g. as a Citizens’ Advice adviser), research / policy development, handling high-volume correspondence, or previous experience of working in Parliament or the public sector.** |
| [Type here] |

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| **Other career experience**[Type here] |

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| **Skills & qualifications****GCSE (or equivalent) Maths & English**

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| English Language GCSE grade |  |  | Maths GCSE grade |  |

**Please evaluate your strength in using… (please tick appropriate box)**

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Limited | Good | Excellent | Instructor |
| Microsoft Word (or similar) |  |  |  |  |
| Microsoft Outlook (or similar) |  |  |  |  |

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| Please list Level 3 (‘A’ Level equivalent) and above qualifications (including degrees, professional certificates etc.): [Type here] |

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| **Other informationPlease include any other relevant information here.**[Type here] |

You do not need to provide references at this stage but if your application goes forward I will ask you to then.  If you have any questions or prefer to submit an application in an alternative format, please contact me.

Please email the completed form to damian.hinds.mp@parliament.uk along with a CV and cover letter, with the subject line: “Application – [position applied for] – [your name]”

Thank you for taking the time to apply.