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| **Application for employment** | | **C:\Users\hindsd\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\1F001B7D.tmp Office of  Damian Hinds MP**  **House of Commons London 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 experience Please 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**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | English Language  GCSE grade |  |  | Maths  GCSE grade |  |   **Please evaluate your strength in using… (please tick appropriate box)**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  | Limited | Good | Excellent | Instructor | | Microsoft Word (or similar) | | |  |  |  |  | | Microsoft Outlook (or similar) | | |  |  |  |  | |
| Please list Level 3 (‘A’ Level equivalent) and above qualifications (including degrees, professional certificates etc.):  [Type here] |

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| **Other information Please 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](mailto: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.