|  |  |  |
| --- | --- | --- |
| **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 | Office Manager/Senior Parliamentary Assistant |
| Name |  |
| Address |  |
|  |  |
| Email address |  |
| Phone number |  |
| Date of application | 13 December 2022 |

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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, and any professional certificates:  [Type here] |

|  |
| --- |
| **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. Flexible working arrangements may be possible with this position; this can be discussed at interview stage.

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

Thank you for taking the time to apply.