

**Candidate Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION FORM - PART TWO**

**Application Form for the Post of Facilities Management Officer**

Do you have a qualification relevant to this Post? Yes / No (delete as appropriate)

Please give details, including any additional training you have undertaken that is relevant to the post:

**WORK EXPERIENCE**

Please give details of all previous employers, listing your current or most recent employer first. Include any voluntary work you have undertaken. Insert more rows if needed.

|  |  |  |
| --- | --- | --- |
| **Dates** | **Employers name and address** | **Main duties of post** |
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**Please use the amount of space you need to answer the following questions as fully as you can, but up to a maximum of 500 words per question.**

**1. Please detail your operational experience of Facilities Management within a visitor-orientated public building, or experience of working on exhibitions / public events, including housekeeping and minor maintenance tasks, to successfully meet event requirements**

**2. Tell us about any experience you have of working in a historic / listed building, or within a building housing museum, library or archive collections**

**3. Detail your experience and knowledge of Health and Safety issues**

**4. Give a relevant example of your ability to think creatively and proactively**

**5. Please detail your experience of setting up systems, writing spreadsheets, maintaining records, and managing a workload including both practical and administrative duties?**

**6. Please give examples that demonstrate working using your own initiative and working as part of a team.**

**7. In your opinion what are the advantages and challenges of working within an organisation rooted in equalities?**

# 8. Please give details of your experience of working with and being inclusive of people with a range of lived experiences and needs.

**9. Is there anything else you wish to add in support of your application, bearing in mind the Job Description and Person Specification?**

**10 Please let us know any support or accessibility needs you might have, or how we might make it easier for you to work with us.**

**11. Please list below the names and addresses of two referees unrelated to you, including, if applicable, your present employer.**

|  |  |  |
| --- | --- | --- |
| Name |  |  |
| Relationship to you |  |  |
| Address |  |  |
| Email Address |  |  |

**12. If you are currently employed, please tell us what period of notice you would be required to give your present employer.**

**13. Are you able to work with a degree of flexibility in your hours of employment? Some evening and weekend work will be required. YES / NO**

**14. Please indicate where you saw this advertisement / heard of this post.**

**Signed .....................................................................**

**Date .....................................................................**

**Please email the completed application form, Parts 1 and 2, to** [**apply@womenslibrary.org.uk**](mailto:apply@womenslibrary.org.uk)

**CLOSING DATE FOR APPLICATIONS: 12 noon on Friday 13th January 2023**

**As the shortlisting process will start immediately, no late applications will be accepted.**

**Interviews will take place at Glasgow Women’s Library on Monday 30th January 2023**

**Applications will be accepted from women only under Schedule 9, part 1 of the Equality Act 2010.**

Glasgow Women’s Library processes your personal data safely in accordance with the General Data Protection Regulation 2018. For more information on your rights and how your data is used and stored, please visit [womenslibrary.org.uk/privacy](http://womenslibrary.org.uk/privacy)