# NCVO application form: Part 1 of 2

NCVO internal reference: for HR use

Please return both parts of your application form by the deadline stated in the advert to: recruitment@ncvo.org.uk. CVs will not be considered.

Please ensure you’ve read our [recruitment privacy notice](https://ncvo-app-wagtail-mediaa721a567-uwkfinin077j.s3.amazonaws.com/documents/recruitment-data-privacy-notice.pdf) (pdf, 120KB), also available on our website.

In our commitment to reduce unconscious bias, please do not include your name in this part of the application form.

Unless relevant, please do not disclose any information which might identify key protected characteristics under the Equality Act 2010. There are nine protected characteristics:

1. age
2. disability
3. gender reassignment
4. marriage and civil partnership
5. pregnancy and maternity
6. race
7. religion or belief
8. sex.

If you have access needs or require reasonable adjustments as part of the recruitment process, please let us know in part 2 of the application form.

## Knowledge, skills, experience, and additional information

Please refer to **section 10 of the job description and person specification**.

Address each point of the person specification and evidence how you meet each requirement. You may find it easier to group competences. Using headings will make it easier for the panel to assess your application. We draw up a shortlist on the basis of this information.

Avoid making assertions. Give demonstrable evidence of your knowledge, skills and experience. Draw on academic, professional, voluntary or lived experience. Ensure that the information you give is relevant to the advertised post. Experience gained outside the UK is also relevant so remember to include this.

Write clearly in black ink or type.

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| KnowledgePlease address each point of the person specification and evidence how you meet each requirement. **Max 1,000 words**. |
| ExperiencePlease address each point of the person specification and evidence how you meet each requirement. **Max 1,000 words**. |
| SkillsPlease address each point of the person specification and evidence how you meet each requirement. **Max 1,000 words**. |

## Employment history

Start with your present or most recent employer. It will be enough to briefly describe your duties and responsibilities, as you may have already described these in the experience and skills section. Please include details of any voluntary work which may be relevant.

### Current position

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| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation. If not obvious, please state briefly the organisation’s purpose.** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |
| **Notice required** |  |

### Previous employment

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation. If not obvious, please state briefly the organisation’s purpose.** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving**  |  |

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation. If not obvious, please state briefly the organisation’s purpose.** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |

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| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation. If not obvious, please state briefly the organisation’s purpose.** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |

## Education and training

Please list your formal educational qualifications (most recent first) and any professional training undertaken relevant to this post. If gained in a country other than the UK, please indicate at what level (eg A-level equivalent).

To help us reduce unconscious bias, we no longer ask for the name of the institution you attended.

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| --- | --- | --- | --- |
| Level of education | Course title/subjects taken | Grades obtained | Date achieved |
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### Professional qualifications and other relevant training

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.

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