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| A logo with red lines and text  Description automatically generated | Application Form |

**NAVCA’s recruitment and selection process**

NAVCA is an equal opportunities employer and treats all applicants with fairness and transparency. To support this we operate an anonymous recruitment and selection process.

The application is separated into two sections. All personal identifying information in section A is separated from the rest of your application before submission to the recruitment panel and is treated as strictly confidential. The recruitment panel only see and use the responses you have given in Part B (Application) to assess your suitability for the role.

The selection and interview process is as follows:

* We aim to inform candidates successfully shortlisted for interview within 10 days of the closing date for the vacancy. If shortlisted, you will be informed of interview time and date by email. If you have not received an email from us within 15 days of the closing date, please assume you have not been shortlisted.
* Information in application forms will be scored against the job description and person specification.
* Interview questions are drawn up before the interview and all interviewees will be asked the same questions.
* Unless otherwise stated, we do not accept CVs or covering letters. Any sent to us will be disregarded.

**Instructions to candidates**

* Please ensure you consider the Job Advert, Job Description and Person Specification to explain how you meet the criteria for the role.
* If you have any questions about this application form or the role you are applying for, please contact the named person in the Job Advert/Job Description.
* Applications received after the closing date specified, or which do not complete all sections, will not be considered.
* Please also complete our diversity monitoring form: [https://www.smartsurvey.co.uk/ProjectsOfficer](https://www.smartsurvey.co.uk/s/175PTM/)
* Please return all parts of your completed application form, to recruitment@navca.org.uk, using the job title as the subject of the email.

**Section A - Personal details**

**Personal Details**

|  |  |
| --- | --- |
| **Position applied for** |        |

|  |  |
| --- | --- |
| **First name(s)** |       |
| **Surname** |       |
| **Address (inc. postcode)** |       |
| **Telephone number** |       |
| **Email address** |       |

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| --- | --- |
| **Do you have the right to work in the UK** | Yes/No |

|  |  |
| --- | --- |
| **Do you have any criminal convictions, cautions or reprimands, bind-overs or have you been given a warning for a criminal offence?** | Yes/No |
| **Do you currently have criminal charges pending or are you under a criminal investigation?** | Yes/No |
| **Have you ever been disqualified from working with children or vunerable adults, or are sanctions imposed on you by a regulatory body?** | Yes/No |
| If your answer to any of the above questions is ‘Yes’, please provide details on a separate sheet of paper and mark your application “PRIVATE AND CONFIDENTIAL FOR THE ATTENTION OF THE HR Adviser” (either on the envelope or in the subject of the email). |

**Specific arrangements**

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| **Please tell us about any specific arrangements we need to take account of during the interview process.** (If none, leave blank) |
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**References**

Your referees will only be contacted if you are offered the post. We send a copy of the job description and person specification so that comment can be made on your suitability to the post you have applied for. Please provide the name and contact details for two people who can provide a reference. One of the referees must be your present or most recent employer.

**Referee 1 (Current or most recent employer)**

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| --- | --- |
| **First name(s)** |       |
| **Surname** |       |
| **Telephone number** |       |
| **Email address** |       |
| Please indicate in what capacity this person is known to you |
|       |

**Referee 2**

|  |  |
| --- | --- |
| **First name(s)** |       |
| **Surname** |       |
| **Telephone number** |       |
| **Email address** |       |
| Please indicate in what capacity this person is known to you |
|       |

**Consent**

I have read and consent to my personal data being held and utilised by NAVCA for the purposes stated.

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| --- | --- |
| **Signature** (electronic copies print name) | **Date** |
|       |       |

**To help us evaluate our recruitment practices we would be grateful if you could tell us where you heard about this job opportunity (tick all that apply):**

|  |  |
| --- | --- |
| [ ]  Charity Job website | [ ]  A NAVCA member website |
| [ ]  NAVCA website or newsletter | [ ]  A friend or colleague |
| [ ]  Social media  | [ ]  Other (please specify)       |

**Section B – Application**

**Education and training**

Please list education and training attended and qualifications attained, starting with the latest first.

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| --- | --- | --- | --- |
| **Name and address of school / college / university / provider** | **Dates attended** | **Qualification(s) achieved** | **Grade(s)** |
|       |       |       |       |
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**Current or last employer**

Please provide details of your current or most recent employer.

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| **Name and address of employer** |
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| **Position held** | **Reason for leaving** |
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| **Start date** | **Notice required or leaving date** |
|       |       |
| **Summary of key duties and achievements** |
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**Previous employment**

Please list your employment history, starting with the most recent first. Please include all roles including part-time work and explain any gaps in your employment (e.g. return to full-time education or career break).

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| --- | --- | --- | --- |
| **Name/address of employer** | **Start and end date** | **Position held/summary of duties/achievements** | **Reason for leaving** |
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**Previous or current voluntary or unpaid work**

Please list your experience of voluntary or unpaid work, starting with the most recent first. This may be for an organisation or an individual, providing care, for example.

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| --- | --- | --- |
| **Name of organisation** | **Type of work delivered** | **Start and end dates** |
|       |       |       |
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**Personal statement**

Please provide information about why you feel you are suitable for the role you are applying for and what you will bring to the organisation. Taking into consideration the Job Description and Person Specification, explain how you meet the Essential Criteria for the role. Limit this to 750 words or one side of A4.

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**General Data Protection Regulations (GDPR) – recruitment and selection**

If you apply for a job with NAVCA, we will retain all the information contained within your application for a period of six months from the date the recruitment process is completed.  If you are successful, all the information contained within your application will be retained in line with our policy on retention of staff data.

We will never share your personal data with a third party.

For any queries about data please contact our Chief Executive, who is NAVCA’s data controller;

Maddy Desforges on Maddy.Desforges@navca.org.uk or 0114 312 2785.

**END OF FORM**