

**APPLICATION FORM: PART 1 OF 2**

## Application Information

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, this includes any information relating to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and beliefs, or sex.

Please provide your past 5 years of employment history (add an additional page if required).

## Current or Most Recent Employment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company: |  |  |  | Job title: |  |  |
|  |  |  |
|  |  |  |
| Reason for Leaving |  |  |  | From: |  | Click here to enter a date. |  | To: |  | Click here to enter a date. |
|  |  |  |
| Size of Organisation (number of people) |  |  |
| Team size managed (if applicable) |  |  |
| Responsibilities: |  |  |
| Notice Required: |  |  |
|  |  |  |

## Previous Employment

1.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company: |  |  |  | Job title: |  |  |
|  |  |  |
|  |  |  |
| Reason for Leaving |  |  |  | From: |  | Click here to enter a date. |  | To: |  | Click here to enter a date. |
|  |  |  |
| Size of Organisation(number of people) |  |  |
| Team size managed (if applicable) |  |  |
| Responsibilities: |  |  |
|  |  |  |

2.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company: |  |  |  | Job title: |  |  |
|  |  |  |
|  |  |  |
| Reason for Leaving |  |  |  | From: |  | Click here to enter a date. |  | To: |  | Click here to enter a date. |
|  |  |  |
| Size of Organisation(number of people) |  |  |
| Team size managed (if applicable) |  |  |
| Responsibilities: |  |  |
|  |  |  |

## Education

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.

|  |  |  |  |
| --- | --- | --- | --- |
| Level of education | Course title/subjects taken | Grades obtained | Date achieved |
|  |  |  | Click here to enter a date. |
|  |  |  | Click here to enter a date. |
|  |  |  | Click here to enter a date. |

## 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.

|  |  |
| --- | --- |
| Professional Qualification/Training | Date achieved |
|  | Click here to enter a date. |
|  | Click here to enter a date. |
|  | Click here to enter a date. |

## Knowledge, skills & experience

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.

Please give demonstrable evidence of your knowledge, skills and experience, using real work examples from your previous employment. Draw on academic, professional, voluntary or lived experience. Ensure that the information you give is relevant to the advertised post.

|  |
| --- |
| **Knowledge**Please address each point of the person specification and evidence how you meet each requirement. **Max 1,000 words**. |

|  |
| --- |
| **Experience**Please address each point of the person specification and evidence how you meet each requirement. **Max 1,000 words**. |

|  |
| --- |
| **Skills**Please address each point of the person specification and evidence how you meet each requirement. **Max 1,000 words**. |

|  |  |  |
| --- | --- | --- |
|  |  |  |

**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.**

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.

If you’d like more information on our GDPR policy, please read [recruitment privacy notice](https://ncvo-app-wagtail-mediaa721a567-uwkfinin077j.s3.amazonaws.com/documents/recruitment-data-privacy-notice.pdf) (pdf, 120KB), which is also available on our website.