

# Before you begin

Read the advertisement and any additional supporting information provided, including the Job Description and Person Specification. In order to improve your chances of being selected, use specific examples from your experience and relate them to these documents.

# Important notes:

1. Complete the form in black ink or online and ensure that it is legible. All fields marked with an asterisk (\*) are mandatory.
2. Please do not write outside the lines.
3. Ensure that you have read and understood the declaration on page 8, and that you have signed and dated your completed application form before returning it to: *president@hlsi.net* by midday 27 September
4. If you cannot fit all your information in the spaces provided, you may use the continuation sheet on page 6.
5. Ensure you read the Data Protection information on page 9
6. Please ensure you complete the whole form.

**1. Job details**

|  |  |  |
| --- | --- | --- |
| Job title:\* |  |  |

**2. Personal details**

## Applicant details

|  |  |  |
| --- | --- | --- |
| Title (Mr, Mrs, Miss, Mrs):\* |  | Other: |
| First and Middle Name:\* |  | Surname:\* |
| Date of birth:\* |  |  |

Please note that your date of birth will be used to check for any gaps in your employment and education history, which you can explain on page 2 and 3. We will also use it to monitor the effectiveness of our equal opportunities policy.

## Address details

Address:\*

Postcode:\*

## Contact details

|  |  |  |
| --- | --- | --- |
| Email: |  | Home phone: |
| Mobile: |  | Work phone: |
| Preferred means of contact:\* |  | May we contact you at work? Yes  No  |

**3. Work experience**

Please provide us with your complete employment history. If you have any gaps in your employment, please complete the section at the bottom of page 2. If you need more space, please use the continuation sheet on page 6.

## Current or most recent employment

Job title: Company/Organisation:

|  |  |  |
| --- | --- | --- |
| Industry sector: |  | Country: |
| Employment start date: |  | Employment end date: |
| Salary: |  | Reason for leaving: |

Key responsibilities:

|  |  |  |
| --- | --- | --- |
| **Previous employment****Job title:** |  | Company/Organisation: |
| Industry sector: | Country: |
| Employment start date: | Employment end date: |
| Salary: | Reason for leaving: |
|  |  |

Key responsibilities:

|  |  |  |
| --- | --- | --- |
| **Job title:** |  | Company/Organisation |
| Industry sector: | Country: |
| Employment start date: | Employment end date: |
| Salary: | Reason for leaving: |
|  |  |

Key responsibilities:

|  |  |  |
| --- | --- | --- |
| **Job title:** |  | Company/Organisation |
| Industry sector: | Country: |
| Employment start date: | Employment end date: |
| Salary: | Reason for leaving: |
|  |  |

Key responsibilities:

## Gaps in employment history

If there are any gaps in your employment history, please explain them below.

**4. Education**

Please provide us with your complete education history, starting with the most recent, below. Also use this section to record any current studies that you are undertaking. If there are any gaps in your education history, please complete the section at the bottom of this page. If you need more space, please use the continuation sheet on page 6.

## Higher education

|  |  |  |
| --- | --- | --- |
| University/Institute(state country if not UK) | Education level, subject and grades(e.g. BA Hons: English 2:1) | Start and end date |
|  |  |  |
|  |  |  |
|  |  |  |

##  Secondary education

|  |  |  |
| --- | --- | --- |
|  School/college(state country if not UK) | Education level, subject and grades(e.g. GCSEs: Maths A) | Start and end date |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Gaps in education history

If there are any gaps in your education history, please explain them below.

**5. Other qualifications and memberships**

Please provide details of any other relevant qualifications and training.

## Other qualifications

Course training title

Start and end date

**Memberships**

Membership name and level

Membership number

Start and end date

**6. Supporting statement**

Use this section to provide information to support your application.

Before completing your supporting statement, please ensure that you have read the advertisement and any supporting information, including the Job Description and Person Specification. In order to improve your chances of being selected, please include specific examples from your experience and relate them to the Person Specification when writing your supporting statement. This should be no more than 1000 words.

## Statement\*

**Statement\*** (cont.)

**7. Continuation sheet**

Please use this page to provide us with any additional information (e.g. further work experience).

**8. References**

Use this page to supply details of **two** individuals, not related to you, from whom we may obtain references. At least one **must** be your present or most recent employer. Please note that personal references will not be accepted. If you have been out of work for a period of time then a previous employer will be sufficient.

Please remember that the referees you provide should be able to comment on your ability to perform the job for which you are applying. Referees will only be approached if a conditional offer of employment is made. Offers are subject to the receipt of references satisfactory to HLSI

## Referee one\* Referee two\*

|  |  |  |
| --- | --- | --- |
| Name:\* |  | Name:\* |
| Job title:\* |  | Job title:\* |
| Company:\* |  | Company:\* |
| Address:\* |  | Address:\* |
|  |  |  |
| Relationship to referee:\* |  | Relationship to referee:\* |
| Email:\* |  | Email:\* |
| Telephone:\* |  | Telephone:\* |

**9. About your application**

**Where have you heard about this vacancy?\***

Please tell us where you have first seen this vacancy advertised?

## Job share

Are you applying for a job share?\* Yes  No 

## Disabled applicants

The Equality Act 2010 defines a disabled person as someone with a 'physical or mental impairment which has substantial and long term adverse effect to carry out normal day to day activities. This can include cancer or other such long term illnesses.

Do you consider yourself to have a disability that falls under this definition?\* Yes  No 

Please describe any adjustments we can make for you:

**10. Declaration**

Read the declarations on this page and provide additional information where required.

## Personal relationships

All applicants are required to declare personal relationships with existing employees or volunteers of HLSI. Omitting any personal relationships with members of the selection panel might disqualify you.

Are you related to, or a close friend of any employee or volunteer of HLSI?\* Yes r No 

If yes, what is their name and your relationship with them?

## Eligibility to work in UK

Please note that all non-UK nationals are required to be in possession of a valid work permit before they can take up employment . We are legally obliged to ask you to provide evidence of your right to work in the UK.. If you are successful with your application we will ask you to provide appropriate documents, such as your passport, visa, work permit or birth certificate in accordance with the Asylum and Immigration Act 1996.

Are you legally authorised to work in the UK?\* Yes  No 

Is this subject to a work permit or visa?\* Yes  No 

What is the expiry date of the work permit or visa?

## Criminal records disclosure

Because of the nature of the work for which you are applying, this post is exempt from the provision of the Rehabilitation of Offenders Act 1974. You are therefore required to disclose information which for any other purposes is ‘spent’ under the provisions of the Act. Failure to disclose such information may result in the withdrawal of a job offer or, if subsequently discovered, could result in dismissal or disciplinary action.

Have you ever been convicted of a criminal offence (including convictions with Absolute Discharge), or been given a caution/reprimand/warning/bind-over order?\* Yes  No 

If yes, please attach details in a sealed envelope, including dates.

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## Declaration

## Please sign below to show that you have read the guidance notes when filling in this application, and that you agree to us using the personal information you have given with this job application to assess your suitability. We must protect the public funds that we handle and may use the information you have supplied to prevent and detect fraud. If you do not give your permission, we will not be able to consider your application for employment

I have read and understood the information contained in this application form.

I declare that all information I have provided on this form is true and accurate, and that I am not banned or disqualified from working with children or vulnerable adults nor subject to any sanctions or conditions on my employment imposed by a regulatory body.

I understand that omissions or incorrect statements might disqualify me or, if appointed, my employment may be terminated.

 I agree to the above declaration.\* Yes  No 

Print name:\* Sign:\*

Date:\*

**Data Protection Act 1998 (this applies to the whole application form)**

We will use the personal information you have supplied in the application form and in any supporting documents to assess how suitable you are for the job you have applied for and to monitor how effective, efficient and fair our recruitment and selection process is.

We may also use this information in internal proceedings to consider a complaint about the recruitment and selection process or to defend ourselves against a legal challenge on the fairness of the recruitment and selection process. For these reasons, we will keep the information you provide for six months if you are not shortlisted for a job, and two years if we appoint you.

We will check the information you supply with other people and organisations to confirm some of the facts you supply in your application (referees, previous employers, educational establishments, examination bodies and so on).

**Section 9 of the application form – Referees**

Please give the name and addresses of two people we can contact to obtain a reference for you. One must be your current or last employer and the other preferably a former employer. If you have not worked before, please give details of teachers, lecturers or others who know you well enough to comment on your ability to do the job. Please **do not** use friends or relatives as referees.

**Section 10 of the application form – Rehabilitation of Offenders Act 1974**

Telling us about a criminal record may not necessarily prevent you from being offered a job.

We may consider the following when we make a decision on whether to offer you a job:

* the type of offence;
* the time since it happened;
* your age at the time; and
* any other relevant factors;

Some convictions are never considered ‘spent’ under the terms of the Act – for guidance, visit [www.lawontheweb.co.uk](http://www.lawontheweb.co.uk).