Logo, company name

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*For office use only*

Application ref: \_ \_ \_ / BSPO / \_ \_ \_

Application for employment

**Position applied for**

**Business & Project Support Officer**

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

**Personal**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  |  | Email: |  |
| Address: |  |  | Contact Tel: |  |
|  |  |  |  | |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Name of school / college / university | Examinations and qualifications |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

Membership of any professional body, including level of membership and date obtained:

|  |
| --- |
|  |

**Current or most recent employment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: |  |  | Current/most recent salary: |  |
| Date Employed: |  |  | Reason for leaving: |  |
| Employer: |  |  |  |  |
| Address: |  |  |  |  |
| Key responsibilities of post: | | | | |
| Please provide details of your main achievements in this post: | | | | |

**Previous employment – in date order**

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Title and Key Duties of Post | Employer’s name and location |
|  |  |  |  |
| Please provide details of your main achievements in this post: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Title and Key Duties of Post | Employer’s name and location |
|  |  |  |  |
| Please provide details of your main achievements in this post: | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| From | To | Title and Key Duties of Post | Employer’s name and location |
|  |  |  |  |
| Please provide details of your main achievements in this post: | | | |

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| --- |
| If applicable, please provide an explanation for any (and all) gaps in your employment history: |

**Please tell us more about your relevant experience for this role**

|  |
| --- |
| Having carefully considered the **Person Specification**, please tell us why you are suitable for this role. We ask that you evidence relevant experience and skills against all criteria, providing more detailed evidence and examples against essential criteria marked (e).  Please include examples and achievements that you have obtained through work and wider experiences, including within paid employment and any unpaid voluntary or other positions you have held or hold. (Maximum 1700 words) |
|  |

**Referees**

Please give details and addresses oftwo individuals, not related to you, who will provide employment references**.** One of these must be your present or most recent employer if you are not currently employed. The other must be a referee who can express a professional opinion of your work. Referees should be able to comment on your ability to perform the job you are applying for.

Please note that referees will not be approached prior to interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Tel: |  |
| Position: |  | Email: |  |
| Organisation: |  |  |  |
| Address: |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Tel: |  |
| Position: |  | Email: |  |
| Organisation: |  |  |  |
| Address: |  |  |  |
|  |  |  |  |

**Disability confident**

NDTi are committed to the employment and career development of disabled people. If you tell us that you are disabled, we can make reasonable adjustments at each stage of the recruitment and selection process and, should you join us, to where and how you work. We offer disabled applicants the option of requesting that their application is considered under the terms of our Guaranteed Interview Scheme. To be invited to interview under this scheme, you must show in your application that you meet the minimum criteria for the role.

If you consider yourself to have a disability and would like to be considered under the Guaranteed Interview Scheme, please indicate this by selecting ‘Yes’ below.

|  |  |
| --- | --- |
| **Please select ‘Yes’ if you consider yourself eligible to have your application considered under NDTi’s Disability Confident Guaranteed Interview Scheme** | **Yes / No** |

By doing this you are giving consent for us to disclose that you are applying under the Disability Confident Scheme to the recruiting manager. If you do not select this box, we will not share this, and so will be unable to guarantee you an interview even if you meet the minimum criteria. Your application will be considered alongside all other applications.

If you would like support to download information or assistance with the application process, please speak to a member of our team on 01225 255 268 or email [recruitment@ndti.org.uk](mailto:recruitment@ndti.org.uk).

**Positive action**

We are taking positive action to address an under-representation within our workforce. NDTi are offering internal and external applicants from Black, Asian and Minority Ethnic (BAME) backgrounds a guaranteed interview if they meet the minimum criteria for the role. To be invited to interview/ assessment under this scheme, you must show in your application that you meet the minimum criteria for the role.

If you are a Black, Asian and Minority Ethnic applicant and would like to be considered under this scheme you must indicate this by selecting ‘Yes’ below.

|  |  |
| --- | --- |
| **Please select ‘yes’ if you are eligible and would like to have your application considered under NDTi’s Black, Asian and Minority Ethnic Guaranteed Interview Scheme** | **Yes / No** |

By doing this you are giving consent for us to disclose that you are from a BAME background to the recruiting manager. If you do not select this box, we will not share this, and so will be unable to guarantee you an interview even if you meet the minimum criteria. Your application will be considered alongside all other applications.

It is important to note that both our Disability Confident and Black, Asian and Minority Ethnic Guaranteed Interview Schemes guarantee an interview for applicants who meet the minimum criteria. The selection decision at interview will be based on the most suitable applicant for the role regardless of background or protected characteristic.

**Equalities and diversity monitoring**

NDTi is committed to equality of opportunity and recognises the value that a diverse workforce brings. Effective monitoring is important to NDTi as it enables our organisation to measure our performance and progress towards equality and diversity goals and building a truly inclusive working environment.

To assist us to monitor the effectiveness of our equality and diversity practices we would encourage you to complete our [**monitoring form**](https://forms.office.com/Pages/ResponsePage.aspx?id=uc24UbDrdEqOZ9HMRiI953J5oqZ2RBlJne8KbFnu3cFURUtVTDMxRk5KVVhONEZUUEM0NE40QVZKNy4u). The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes. This information will not be seen by any person involved in selection for the post for which you are applying.

**Data protection**

As a Data Controller under the terms of the Data Protection Act (2018), NDTI requires your consent to process sensitive personal data about you. By signing and returning this application form you are giving your consent to the organisation processing data about you, in line with our privacy notice for applicants.

**Where did you see or hear about this opportunity?**

**Declaration**

|  |  |
| --- | --- |
| Please confirm that you are legally eligible to live and work in the UK in accordance with the Asylum & Nationality Act of 2006 and can provide supporting documentation. | Yes / No |

I confirm that the information given in this application is correct and that proving false information could result in my application being rejected or, if I am employed by NDTi, my being subject to disciplinary proceedings which may include dismissal.

|  |  |
| --- | --- |
| Signature: | Date |

We are unable to accept CVs and would be grateful if you did not append these or send any information other than what is requested. Any additional information received by NDTi will be disregarded and will not be used to evaluate your application.

NDTi has processes in place to ensure that all applicants are treated fairly. Please do not PDF your application and be sure to return it in **Word Format**.

Please email your completed application to [**recruitment@ndti.org.uk**](mailto:recruitment@ndti.org.uk) by the deadline for this opportunity.