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Application for Employment

*For office use only*

Application ref: \_ \_ \_ / BPSO / JAN21

**Post applied for:** **Business and Project Support Officer**

**Personal**

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| **Full Name:** |       |  | **Email:** |       |
| **Address:** |       |  | **Contact Tel:** |       |
|  |  |  |  |
| 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 |
| Do you consider yourself to have a disability and be eligible to have your application considered in line with the Disability Confident scheme? | Yes / No |

**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)

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*If you are offered a post with NDTI, you will be asked to provide evidence of your qualifications.*

**Current or most recent employment:**

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

**Previous employment – in date order (most recent first)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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:** |

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| **Q1. Can you give an example of when you have used your initiative together with organisational and planning skills to good effect to support a project or contribute at work? What worked well, and why? (250 words)** |
|       |
| **Q2. Please tell us about your experience of using Microsoft Office tools such as Word, Excel and PowerPoint and how you have used these skills to good effect? Have you used Teams, SharePoint, Planner or similar applications for collaborating and working effectively with others virtually? (250 words)** |
|       |
| **Q3. If successful, you would be involved in supporting our Community Led Support Programme (CLS). Could you tell us what aspects of this programme would interest you and what you would like to know more about? (250 words)** |
|       |
| **Q4. Why are you applying for this role at NDTi? Please summarise in no more than 400 words how your values, experience and your personal approach to work challenges meet the Person Specification for this position? (400 words)** |
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**Where did you see or hear about this opportunity (please tick all boxes that apply)?**

|  |  |
| --- | --- |
|[ ]  Indeed | Twitter |[ ]
|[ ]  NDTi’s website | Facebook |[ ]
|[ ]  Other website | LinkedIn |[ ]
|[ ]  Please specify: : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |

**Enclosures**

Please note that we are unable to accept CVs and would be grateful if you did not append these or send any further information other than what is requested with your completed application as this information will not be used to evaluate and shortlist applicants.

**Referees**

Please give details and addresses of **two 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.

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

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

NDTI is committed to Equal Opportunities. We welcome applications from all people with protected characteristics as defined by the Equality Act 2010. The selection process is designed to select, promote and treat people on the basis of their merits and abilities within British Law.

**Disability**

If you have any difficulties downloading information or require additional support, please speak to a member of our team on 07593 443740.

If you are shortlisted, we will contact you to discuss any reasonable adjustments, access or support arrangements we can put in place to help ensure you are able to take part in all aspects of the selection process.

**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.

**Declaration**

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 |

Please email your completed application and equalities monitoring form to: recruitment@ndti.org.uk