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| **Job Application Form** | **HW_Enfield_A4_RGB** |

**Please complete this carefully, giving details of your skills and experience relating to this job application. Shortlisting will be based on the information on this form and how it demonstrates that you meet the criteria in the person specification. You will be advised of the outcome of your application by email.**

Please email your completed application form to [Noelle.Skivington@healthwatchenfield.co.uk](mailto:Noelle.Skivington@healthwatchenfield.co.uk) **by 11.00pm Thursday 24th September 2020**

**Sections 1 7 8 and 9 must be completed.**

**Position applied for:**

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| **Job title: Project Manager / Community Engagement** |

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| --- |
| **Where did you see this post advertised?** |

1. **Applicant’s details**

|  |  |  |
| --- | --- | --- |
| Title: | Surname: | First name: |
|  |  |  |

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| --- |
| Home address: |
|  |

|  |  |
| --- | --- |
| Contact Details | |
| **Home:** |  |
| **Mobile:** | |
| **Email address:** | |

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| --- | --- |
| Other Information | |
| Is there anything concerning your medical history or state of health that is relevant to your application? | **Yes**\*/**No** \**If you answer Yes please supply details below:* |

|  |  |
| --- | --- |
| Are there any restrictions regarding your employment? | **Yes**\*/**No** \**If you answer Yes please supply details below:* |

|  |  |
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| How much notice do you need to give to your current employer? |  |

1. **employment record**

**Sections 2 3 4 5 and 6 may be covered by CV details**

Please start with your most recent employment. Briefly describe the main responsibilities and your achievements in your post. If you wish to expand on specific areas please do so in *Section 5.*

|  |  |  |
| --- | --- | --- |
| 1. Current/most recent employer/organisation | | |
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Role and achievements in brief: | | |
| Reason for leaving/changing: | | |

|  |  |  |
| --- | --- | --- |
| 2. Employer/organisation | | |
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Role and achievements in brief: | | |
| Reason for leaving/changing: | | |

|  |  |  |
| --- | --- | --- |
| 3. Employer/organisation | | |
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Role and achievements in brief: | | |
| Reason for leaving/changing: | | |

|  |  |  |
| --- | --- | --- |
| 4. Employer/organisation | | |
| Name: | | |
| Address: | | |
| Job Title: | From: | To: |
| Role and achievements in brief:: | | |
| Reason for leaving/changing: | | |

**Continue your employment record by adding to this table or on a separate sheet if necessary.**

1. **VOLUNTARY / UNPAID ROLES**

Please start with your most recent role. Briefly describe the main duties & achievements in your role. If you wish to expand on specific areas of responsibility, please do so in *Section 5.*

|  |  |  |
| --- | --- | --- |
| 1. Current/most recent employer / organisation | | |
| Organisation: | | |
| Role: | From: | To: |
| Brief description of duties: | | |

|  |  |  |
| --- | --- | --- |
| 2. Employer/organisation | | |
| Organisation: | | |
| Role: | From: | To: |
| Brief description of duties: | | |

**Continue your voluntary / unpaid section by adding to this table or on a separate sheet if necessary.**

1. **Education AND TRAINING**

Please tell us about your education and any qualifications, particularly those relevant to the post. Include any that you are currently studying or undertaking. Start with the most recent first.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school/college/ university/training body | Subject studied | Qualification/ Level | Date gained |
|  |  |  |  |
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Please list any training you have received or courses which did not lead to a qualification that you believe are relevant to the advertised post.

|  |  |
| --- | --- |
| Training Course | Date |
|  |  |
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1. **Experience / KNOWLEDGE/Skills**

This section is for you to give specific information in support of your application. Please show how you meet the ***Experience, Knowledge and Skills*** criteria set out in the person specification. Please use font size 12**. This box will expand as you type.**

|  |
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| 1. **Personal ATTRIBUTES/AVAILABILITY**   This section is for you to give specific information showing how you meet the ***Personal attributes and Availability*** criteria set out in the person specification. Please use font size 12**.**  **This box will expand as you type.** |

1. **OTHER INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you related to any employee or board member of Healthwatch Enfield? | | | **Yes\*** / **No**  If Yes, please provide details below: |
| **Name:** |  | **Job Title:** |  |
| **Relationship to you:** |  | | |

|  |  |
| --- | --- |
| Are you a United Kingdom (UK) or European Economic Area (EEA) National? | **Yes** / **No** |

|  |  |
| --- | --- |
| Please confirm your current status in terms of entitlement to work in the UK | |
| British Citizen: | **🞏** |
| Overseas National with permission to work in the UK: | **🞏** |
| Overseas National without permission to work in the UK: | **🞏** |

1. **CRIMINAL OFFENCES**

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| This post is exempted from the Rehabilitation of Offenders Act (1974). You are therefore required to provide details of any spent convictions, cautions, reprimands and final warnings you may have in addition to any unspent convictions or criminal proceedings pending against you.  If you are invited for interview, we will ask for a statement of these details to be sent under separate cover in an envelope marked ‘Private and Confidential – For the Addressee Only’ to a designated person. Further guidance will be provided if you are invited for interview.  We will arrange a DBS check (Disclosure and Barring Service, formerly the Criminal Records Bureau) for you if you are offered the post. Any offer will be subject to the Chair being satisfied with your DBS report. |

1. **references**

Please provide the details two referees. If you have been employed (paid or unpaid), one of these must be your present or most recent employer. Testimonials or references from friends and relatives are not acceptable. References will only be taken up if you are selected for interview or offered the post.

**Please ask your referee/s for permission before you give their name.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Position:** |  | | |
| **Organisation:** |  | | |
| **Address:** |  | | |
| **Tel:** |  | **Email:** |  |
| **Occupation:** |  | | |
| **Relationship:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Position:** |  | | |
| **Organisation:** |  | | |
| **Address:** |  | | |
| **Tel:** |  | **Email:** |  |
| **Occupation:** |  | | |
| **Relationship:** |  | | |

|  |  |
| --- | --- |
| At what stage may we contact your referees? | |
| If selected for interview: **🞏** | If offered the post: **🞏** |

**By submitting this application you are confirming that:**

* all the information provided is true and complete
* you are aware that any falsification or deliberate omissions may disqualify your application or lead to your dismissal
* you are entitled to work in the UK and can provide original documentation to confirm this
* any employment is subject to satisfactory references
* you understand that a DBS (formerly CRB) check will be undertaken if you are offered the post

***Thank you for completing the form.***

**Please email your completed application form & equal opportunities monitoring form to:**

[**noelle.skivington@healthwatchenfield.co.uk**](mailto:Lorna.reith@healthwatchenfield.co.uk)