**Application Form**

Please indicate which job you are applying for, or if you are applying for both positions

□ Policy Manager

□ Partnership Coordinator

□ Both

 Closing Date: **7am on 25th August 2022**

Proposed Interview Dates: 7th & 8th September 2022

When you have completed the form, please save it, and send it to Bridget at bridget.pike@ldengland.org.uk

You should receive a confirmation to the email address you have given.

If you have any questions or you have not received a confirmation, please contact Bridget on bridget.pike@ldengland.org.uk

If you have questions about the positions, or would like a conversation about the roles, please contact samantha.clark@ldengland.org.uk

**SECTION A**

In this section we need you to give us specific information in support of your application and tell us why you think you are the best candidate for the role.

Please refer to the PERSON SPECIFICATION (included in the job pack) to see what we are looking for in your answers and demonstrate how your skills, knowledge and experience meet the criteria.
Please do not exceed 800 words in your statement (this is approximately 2 pages of A4 at 12-point font)

**1 PERSONAL STATEMENT**(If you are applying for both jobs, we will accept one form for both, with a job specific personal statement for each.  Please indicate clearly which personal statement is for which job) Feel free to copy and paste the additional personal statement section into your application form.

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 **2 Why I want this job**

Please explain why you’re applying for this job and why you’d like to work with LDE in either position.
Please write in plain English. This means writing clearly, without using complicated language or jargon.

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**3 Education and Qualifications (Please add extra rows if needed)**

Please tell us about your education and qualifications.
We would like the date and place you studied, and any qualifications gained, including results

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| --- | --- | --- |
| Establishment  | Dates Attended  | Qualifications Gained & Grade  |
|    |   |   |
|    |   |   |
|    |   |   |
|    |   |   |
|    |   |   |

**4 Employment History (Please add extra rows if needed)**

Please provide a complete record of employment starting with the most recent. Include voluntary work and any other relevant experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates Worked There  | Employer / Company  | Job Title  | Main Duties  | Reason for Leaving  |
|    |   |   |   |   |
|    |   |   |   |   |
|    |   |   |   |   |
|    |   |   |   |   |
|    |   |   |   |   |

**5 Training**

Please tell us about any training that you have undertaken that may be relevant to the role.
Please include the course title / topic, the duration of the training and the date the training was completed

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| --- | --- | --- | --- |
| Course Name / Topic  | Date  | Duration  | Qualification Gained  |
|   |   |   |   |
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SECTION B

**6 YOUR PERSONAL INFORMATION**

The information in this section will not be used in the shortlisting process. For interview relevant information will be sent to the recruiting manager. At no point will your equal opportunities information be disclosed.

|  |  |
| --- | --- |
| Full Name  |   |
| Address including postcode  |      |
| Date of birth  |   |
| Email address  |   |
| Phone number  |   |
| Other names you have been known by  |   |

**7 References**

Please give the name, address, email address and contact phone number of 2 people who will give you a reference.

One should be your current (or most recent) employer.

The other can be a character reference from someone who has known you for more than 3 years. This should not be a friend or member of your family.

Referee One

|  |  |
| --- | --- |
| Full Name  |   |
| Address including postcode  |       |
| Job Title  |   |
| Email address  |   |
| Phone number  |   |

Referee Two

|  |  |
| --- | --- |
| Full Name  |   |
| Address including postcode  |       |
| Job Title  |   |
| Email address  |   |
| Phone number  |   |

8 Under the Asylum and Immigration Act, we have a legal obligation to ensure that all staff have the right to work in the UK. Therefore, any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

□ I confirm that I am entitled to live and work in the United Kingdom.

9 I understand that, to the best of my knowledge, all the information given by me on this application form is complete and true, I understand that, if I have made any false statement or have deliberately omitted any information or if any information I have given is misleading in any way, this may be sufficient cause for the rejection of my application or, if I am already employed by Learning Disability England, for dismissal without notice.

□ I understand

10 Please type in your name.  Submitting your application is confirmation of the content.

11

Data Protection Act – The information contained in this application form will be used by Learning Disability England for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment processes.

□ I agree

Please email your completed form/s to bridget.pike@ldengland.org.uk

Closing Date: **7am on 25th August 2022**

Once we have shortlisted the candidates, we will let all applicants know via email whether or not they have been successful in this stage of the application process.