**APPLICATION FORM**

**Please note:**

1. **You are strongly recommended to read all enclosures before completing this application form.**
2. **Alongside this application you will find the person specification and job description for the role that you are applying for, together with our Equal Opportunities Monitoring Form, The Right to Work in the UK Questionnaire and Recruitment Data Privacy Notice**
3. **This form should be completed in dark ink or typed**
4. **Additional sheets may be attached wherever necessary – these should be attached securely.**
5. **Applications received after the closing date will not normally be considered.**
6. **Completed application forms can be submitted by e-mail to** **recruitment@valonline.org.uk** **marked for the attention of: Donna Taylor or by post**

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| **VACANCY DETAILS** |
| **Job Title** | **Closing Date** |
| **Project Administrator- Youth Employability Support (LeicesterShire) YES Project**  |  **Wednesday 9th September 2020 at 12 noon** |
| **PERSONAL DETAILS**  |
| Title, e.g. Mr./Mrs./Miss/Ms.:  | Address: |
| First Name(s): |   Post Code: |
| Surname (Family Name): |
| **CONTACT DETAILS**  |
| Daytime: | Evenings/Weekends: |
| E-mail address: |
| Best time to contact you:  |
| **INFORMATION IN SUPPORT OF YOUR APPLICATION: Please give details of all relevant skills and experience and other information that demonstrates how you meet the requirements of the job description and person specification for this role****PLEASE NOTE CVs WILL NOT BE ACCEPTED** |
| **Administrative Excellence**Please provide evidence that demonstrates your relevant administrative skills and experience:* Developing and maintaining systems for information storage and retrieval, including reporting systems and databases.
* Arranging and minuting meetings and other events.
* Preparing reports based on qualitative and quantitative data.
* Organising Events/Conferences.
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| **Organisation Skills** Please provide details of your ability to be well organised, prioritise demands, make decisions and work to deadlines. |
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| **Approach to Work**Please provide an example of when you have demonstrated a customer service focus in dealing with enquiries and your ability to deal with difficult safeguarding concerns calmly and effectively. |
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| **Communication Skills**  Please provide details of where and how you have demonstrated excellent communication skills both face to face and over the telephone |
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| **Written Communication and Developing Information Resources** Please provide information of situations where you have been able to show good writing skills and experience of preparing and writing agendas, minutes, reports, presentations, letters and other documents |
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| **ICT skills**Please provide details of where and how you have used ICT packages including word processing, email and internet, spreadsheets and databases |
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|  **Continuing professional development** Please provide evidence of continual development of knowledge and / or skills and how you have utilised this learning in your current or previous roles. |
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| **CURRENT EMPLOYER OR LAST EMPLOYER**  |
| Job Title: |
| Responsible to: | Date Appointed: |
| Employer’s Name: | Present Salary: |
| Employer’s Address: | Other Benefits: |
| Post Code: |  |
| Notice required or date left: |

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| **EMPLOYMENT HISTORY:** Please list current or more recent post first |
| Employer | Post Title | Salary | From MM/YY | To MM/YY | Reason for leaving |
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**Please continue on a separate sheet if required – this should be attached securely**

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| **EMPLOYMENT HISTORY:** If you have any gaps within your employment history, please state the reasons for the gaps below. |
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| **QUALIFICATIONS - (Please be prepared to provide evidence at interview)** |
| Qualification Obtained | Grade | Date Achieved | School/College/University |
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| **RELEVANT NON-QUALIFATIONS COURSES ATTENDED** |
| Organising Body | Brief Details of Course | Duration  |
| From  | To |
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| **MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS** |
| Professional Body/Association  | Membership Level  | Date Achieved  |
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| **REFEREES:** Please give details of two people who are prepared to act as referees for you. One of these should be your present (or most recent) employer or, if you have just left full-time education, you should give details of your course tutor. References will only be taken up for applicants selected for interview, and you should ensure referees are in a position to respond promptly. |
| Name: | Name: |
| Position Held by Referee: | Position Held by Referee: |
| Organisation: | Organisation: |
| Address: | Address: |
|  |  |
| Post Code: | Post Code: |
| Telephone Number: | Telephone Number: |
| E-mail: | E-mail: |
| May we contact prior to interview? | May we contact prior to interview? |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  |

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| Ability to work some evenings and occasionally at weekends? | Ability to travel regularly within the city and county occasionally nationally |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  |

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| **CHECKS REQUIRED FOR SUCCESSFUL CANDIDATE:** Details below certain checks required for the successful candidate |
| The YES Project Administrator post has been identified as a post which may require a Basic DBS check. |

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| **SELECTION ARRANGEMENTS:** In finalising our selection arrangements, are there any issues that you would like us to consider? E.g. dates and times you are unavailable, large print or Braille test material, sign language interpreter, full accessible venue, etc. |
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| ***We will aim to cater for individual circumstances, but cannot guarantee that we will always be able to do so.*** |

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| **COMPLETED APPLICATION FORM:** Please check that you have completed all sections of your application |
| I confirm the details in this form are correctBy submitting your personal data and application, you: * declare that you have read, understood and accepted the statements set out in the Recruitment Data Privacy Notice made available to you as part of the application process on our website.
* are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
* are giving your consent to the holding and processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described in the Recruitment Data Privacy Notice and
* are authorising VAL to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.
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| **Signature:** | **Date:** |

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| **RETURNING YOUR APPLICATION:** Please follow the instructions to post your application. |
| **Return marked PRIVATE & CONFIDENTIAL. Via email to** **recruitment@valonline.org.uk** **or by post to** **Donna Taylor , VAL, 9 Newarke Street, Leicester, LE1 5SN***Please ensure sufficient postage has been paid*To ensure prompt consideration, returned applications should reach us by no later than the closing date shown on the front of this form.**LATE APPLICATIONS WILL NOT NORMALLY BE CONSIDERED** |