**Please note:**

**APPLICATION FORM**

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 Asylum & Immigration Act 1996 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**](mailto:recruitment@valonline.org.uk) **marked for the attention of: Donna Taylor**

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| **VACANCY DETAILS** | |
| **Job Title** | **Closing Date** |
| **Employment Support Officer**  **(GREAT Project)**  **Full time – 35 Hours** | **Monday 14th June 2021 4pm** |
| **Please Specify which role you are interested in** | |
| **Fixed Term to February 2022** |  |
| **Fixed Term Maternity Cover to December 2021** |  |
| **Both** |  |
| **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 experience and other information that demonstrates how you meet the essential criteria within the Person Specification - including any voluntary or other work experience which will support your application.  **PLEASE NOTE CVs WILL NOT BE ACCEPTED** | | |
| Please provide a personal statement, which explains how you fit the role. (**250 words**) | | |
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| **Employment Support Officer**  Please provide evidence that demonstrates your experience in engaging with individuals in providing them with accurate, impartial information, advice and support both face to face and in a virtual environment. (**300 words**) | | |
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| **Relationship Building**  Please provide detailed evidence that demonstrates your ability to develop and maintain professional and effective working relationships with a range of partners/services/service users both face to face and in a virtual environment. **(300 words)** | | |
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| Organisational skills Please provide detailed examples which demonstrate your ability to self-manage, be well organised, prioritise demands, manage a varied workload and to work to deadlines. (**300 words**) | | |
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| Approach to workPlease provide information to demonstrate you have:A proactive approach to providing information, advice and support provisionThe ability to deal with complex situations, diverse individuals and changing environments calmly and effectively The ability to be flexible and responsive to changing demands. (**300 words**) | | |
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| Written communication and ICT Skills Please provide examples of situations where you have been able to demonstrate competent writing skills and also accurately recording data using ICT packages including word processing, email and internet and spreadsheets and databases. (**300 words**) | | |
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| Team Working Please provide detailed examples of where you have worked in close collaboration with colleagues on a project or task. **(300 words)** |
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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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| **MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS** | | |
| Professional Body/Association | Membership Level | Date Achieved |
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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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| **EMPLOYMENT HISTORY:** Please list current or more recent post first**. Please continue on a separate sheet if required – this should be attached securely** | | | | | |
| Employer | Post Title | Salary | From MM/YY | To MM/YY | Reason for leaving |
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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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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Ability to work some evenings and occasionally at weekends? | | | | Ability to travel regularly within the city and county occasionally nationally | | | | | **Yes** |  | **No** |  | **Yes** |  | **No** |  | | | | | | | | |
| **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** |  |
| **CHECKS REQUIRED FOR SUCCESSFUL CANDIDATE:** Details below certain checks required for the successful candidate | | | | | | | |
| The GREAT Employment Support Officer post has been identified as a post which may require a Basic DBS check. | | | | | | | |

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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 correct  By 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. | |
| **Signature:** | **Date:** |
| **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.*** | |
| **RETURNING YOUR APPLICATION:** Please follow the instructions to post your application. | |
| **Return to: PRIVATE & CONFIDENDIAL,**  **Donna Taylor, VAL, 9 Newarke Street, Leicester, LE1 5SN**  *Please ensure sufficient postage has been paid*  **We accept applications submitted via e-mail, your application form needs to be sent before the closing date and time to recruitment@valonline.org.uk**  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** | |