**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 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** |
| **GREAT and YES Archive Assistant**  **Full time – 35 Hours**  **Fixed term – 31st May 2023** | **Friday 26th August 2022, 5pm** |
| **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 tell us why you are applying for this role, explaining your suitability and fit for the role. **(250 words max)** | |
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| **Data Collection and Archiving**  Please provide **detailed evidence** that demonstrates your experience in handling data and what methods you have used to store and archive data both physically and electronically. **(300 words max)** | |
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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/colleagues both face to face and in a virtual environment. **(300 words max)** | |
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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 max)** | |
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| **Approach to work**  Please provide information to demonstrate you have:   * A proactive approach to collating and archiving data. * A methodological approach and keen eye for detail. * The ability to be flexible and responsive to changing demands. **(300 words)** | |
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| **Written communication and ICT Skills**  Please provide **detailed 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 in particular 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 highlighting your role and the outcome achieved **(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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| **QUALIFICATIONS - (Please be prepared to provide evidence at interview)** | | | |
| Qualification Obtained | Grade | Date Achieved | School/College/University |
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| **MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS** | | |
| Professional Body/Association | Membership Level | Date Achieved |
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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 and YES Projects Archive Assistance** 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** | |