**Application for Employment**

**Project Director – Innovation & Consultancy**

**Please return your completed Application Form and Equality and Diversity Monitoring Form by**:

**12 noon Tuesday 8th August 2017**

Applications received after this deadline will not be included in the assessment process.

**Interviews will be held on**: **Friday 11th August 2017**

Please note invitations for interview will be sent on 9th August 2017

**Applications are to be returned to**:

**Email:** [kcvs@kcvs.org](mailto:kcvs@kcvs.org) (please use subject header **Project Director – Innovation & Consultancy**)

**Post:**   
Recruitment – Project Director (Innovation & Consultancy)  
Knowsley CVS

Nutgrove Village

1 Griffiths Road

Huyton

Knowsley

L36 6NA

**CONFIDENTIAL**

Registered Charity No. 701955. Limited Company No. 2401660

**Please complete this form in black ink or type**

**In accordance with our Equality Policy, please note we do not accept CVs. Please do NOT enclose or refer to a separate C.V. as this does not form part of the assessment process and will automatically be discarded.**

### **Personal Details**

|  |  |  |
| --- | --- | --- |
| **Name** |  | |
| **Home Address** |  | |
| **Phone Number (day)** |  | |
| **Phone Number (evening)** |  | |
| **Email** |  | |
| **If successful, how soon could you take up the post?** | |  |
| **Do you require a work permit to work in the UK?**  Yes  No | | |

**Qualifications** ***(Academic and /or Professional)***

|  |  |
| --- | --- |
| **Awarding Body** | **Details** |
|  |  |

**Special Training** (Please give details of any training / short courses which you think are relevant to your application.)

|  |
| --- |
| Details |
|  |

#### Employment History

*Please provide details of past and present work,* ***starting with the current or most recent.*** *This can be paid work, voluntary work, school placements, life experiences, and time spent caring for dependants etc.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current / Most Recent Role** | | | | | |
| **Job Title** |  | | | | |
| **Employer** |  | | | | |
| **Start Date** |  | **End Date** |  | **Salary / Grade** |  |
| **Address** |  | | | | |
| **Main Duties / Responsibilities** |  | | | | |
| **Reason for Leaving** |  | | | | |

**Additional Work Experience**

*Please provide details of other work,* ***starting with the current or most recent.*** *This can be paid work, voluntary work, school placements, life experiences, and time spent caring for dependants etc.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Details** Please include details such as Job Title, Employer, and a summary of your main duties and responsibilities | **Start date** | **End date** | **Reason for Leaving** |
|  |  |  |  |

# **PERSON SPECIFICATION**

***Please read the person specification carefully for this post and tell us about your skills & experience and how they meet the requirements of the role. Expand the boxes and continue on to additional pages if necessary.***

|  |
| --- |
| **Experience** |
| **Skills, knowledge and abilities** |
| **Motivation** |

**Relationships**

|  |
| --- |
| **If you are related to a Trustee / Director of KCVS, or have a relationship with a Trustee / Director or Employee of KCVS, please state the relationship** |

References

*(Please provide the names and addresses of two people who are willing to give references, one of whom must be your current or most recent employer)*

***Referee 1***

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Relationship** |  |
| **Address** |  |
| **Email Address** |  |
| **Phone Number** |  |

***Referee 2***

|  |  |
| --- | --- |
| **Name** |  |
| **Job Title** |  |
| **Relationship** |  |
| **Address** |  |
| **Email Address** |  |
| **Phone Number** |  |

# **Please note that referees will only be contacted if you are offered the post.**

**General**

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

**Declaration:**

|  |
| --- |
| **Declaration**  I certify that the facts given in this application are to the best of my knowledge correct. I understand that the canvassing of any Trustee / Director or Employee of Knowsley CVS, or giving any false or misleading information will make my application unacceptable and, if appointed, may lead to my dismissal.  I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file.  **Data Protection Act 1998**  Information on this form may be held on computer/manual records. Strict confidentiality will be observed and disclosures will only be made for payroll and personnel administration purposes. We will be unable to process your application unless we can use your personal data in the ways described above. If you are unsuccessful the data will be held for 6 months and then destroyed. Please note also that Knowsley CVS may approach third parties to verify the information you have given.  **Entitlement to work in the UK**  To comply with the Asylum and Immigration Act 1996 (as amended by s.147 of the Nationality and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK.  If you are appointed to the post you will be provided with further information detailing what documents will be required.  **Signature:**  \_\_\_\_\_\_\_\_ **Date:** |

Knowsley CVS have been awarded the Disability Confident Employer accreditation (previously Disability Two Ticks) in recognition of our commitment to the recruitment, employment, retention and career development of disabled people.

**What we mean by disability:** The Equality Act 2010 defines a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

**Guaranteed Interview**: The Disability Confident Employer accreditation includes a guaranteed interview for any disabled applicant who meets the common and specific requirements for a job.

**How to apply**

Simply complete the information requested below, sign the declaration and attach it with your application form.

|  |  |
| --- | --- |
| **Do you require any reasonable adjustments at interview?**  **(delete as appropriate)** | **Yes/No** |

|  |
| --- |
| **If you answered Yes to the previous question, please give details below:** |
|  |

\* Any information you give will be treated in confidence.

**Declaration**

I consider myself to have a disability as defined above and I would like to apply under the Guaranteed Interview Scheme.

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |
| **Signature** |  |

Any false declaration of disability to obtain an interview will subsequently invalidate any contract of employment.