Applications are welcome from all people with relevant potential skills, abilities, experience and/or competencies to carry out the role.

Please answer the questions in this form ***as fully as possible***. **Only fully completed, legible application forms will be considered along with a signed copy of L&W's Job Applicant Privacy Notice.** CVs should only be submitted in support of a fully completed application form. CVs without a fully completed application form will not be considered. Applications submitted after the closing date will not normally be considered.

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Application for employment as: **Research Manager**

Closing date and time: **12 noon, Friday 25 June 2021**

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## **HOW DID YOU HEAR ABOUT THIS VACANCY? *Please state below***

|  |
| --- |
|  |

## **PERSONAL DETAILS**

|  |  |
| --- | --- |
| Surname or family name: |  |
| Forename(s): |  |
| Mr/Mrs/Miss/Ms/Other (please click select) |  |
| Address line 1: |  |
| Address line 2: |  |
| Town/City: |  |
| County: |  |
| Postcode: |  |
| Home telephone: |  |
| Mobile telephone: |  |
| Work telephone: |  |
| Email address: |  |

## **CURRENT OR MOST RECENT EMPLOYMENT DETAILS**

|  |  |
| --- | --- |
| Employer: |  |
| Job title: |  |
| Address line 1: |  |
| Address line 2: |  |
| Town/City: |  |
| County: |  |
| Postcode: |  |
| Date commenced: | From: To: |
| Notice required: |  |
| Current Rate of pay / Salary: |  |
| Reason for leaving: |  |

Summary of Current Duties:

|  |
| --- |
|  |

## **EDUCATION AND TRAINING**

Details and results of examinations

|  |
| --- |
|  |

**LANGUAGES**

Details of Languages spoken and proficiency (e.g. Fluent Welsh speaker)

|  |
| --- |
|  |

## **MANDATORY ASSESSMENT QUESTIONS FOR SHORTLISTING**

These 4 questions are mandatory and must be **fully completed** for your application to be considered for shortlisting. This is your opportunity to tailor your answers to demonstrate how you meet the requirements in the job description and person specification. **Please write no more than ½ side per answer.**

**1****. Please tell us what attracted you to the Research Manager role at Learning and Work Institute.**

**2. Please outline your key research and analytical skills and capabilities, providing examples of how you have used them.**

**3. Please tell us about a time you managed a research and/or development project, or an evaluation. How did you ensure that it was completed to time, budget and quality expectations?**

**4. Please describe a time you secured income for research and/or development work, either individually or as part of a team. What role did you play to ensure this was successful?**

**RIGHT TO WORK**

Do you have the right to work in the UK? Yes/No

Do you need a Work Permit to work in the UK? Yes/No

***N.B. If your application is shortlisted, you will be required to provide proof of your Right to Work in the UK in accordance with Home Office requirements, at interview. Only original documentation will be accepted.***

***N.B. We do not sponsor Work Permits and therefore your application will NOT be progressed should you require a Work Permit.***

**EQUAL OPPORTUNITIES**

Do you consider yourself to have a disability? Yes/No

Please tell us if there are any ‘reasonable adjustments’ we can make to assist you in your application or with our recruitment process e.g. at interview

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|  |

Interviews are likely to take place week commencing 5 July 2021. Please tell us if there are any dates when you will not be available for interview

|  |
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|  |

Please state the location for which you are applying (e.g. Leicester or London)

|  |
| --- |
|  |

## **REFERENCES**

Please give the name, address, and contact details of two persons as referees. This should be your most recent employers (not friends or relatives).

**No approach will be made to your referees before an offer of employment is made.**

Referee 1

|  |  |
| --- | --- |
| **Name** | **Job Title** |
| **Organisation** | **Relationship to you** |
| **Address** | |
| **Telephone No** | **Email address** |

Referee 2

|  |  |
| --- | --- |
| **Name** | **Job Title** |
| **Organisation** | **Relationship to you** |
| **Address** | |
| **Telephone No** | **Email address** |

**NOTICE PERIOD / POTENTIAL START DATE**

What is your notice period and when could you start work for us?

|  |
| --- |
|  |

**REHABILITATION OF OFFENDERS ACT**

|  |
| --- |
| Have you ever been convicted of a criminal offence which is not a spent conviction within the terms of the Rehabilitation of Offenders Act 1974?  If yes, please give full details in a separate letter addressed to:  Geraldine McAughtry  HR Manager  National Learning and Work Institute  4th Floor, Arnhem House  31 Waterloo Way  Leicester  LE1 6LP |

**DECLARATION**

My signature below confirms that all the information given on this application form is true and complete. I understand that any falsification or deliberate omissions may disqualify my application or lead to my dismissal. I confirm that I am entitled to work in the UK and can provide original documentation to confirm this. I also understand that my employment is subject to references that are satisfactory to Learning and Work.

**Signature** **Date**