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: **Head of Programme (employment and training)**

Closing date and time: **10am on Monday 15th March**

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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) | please specify other here |
| 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 role of Head of Programme at Learning and Work Institute.**

**2. Please outline your key skills and experience in policy and research in relation to employment and training.**

**3. Please give an example of when you have led a team to develop and deliver a programme of work. How did you ensure it was completed on time and to expectations?**

**4.** **Please describe a time that you have built networks with partners and stakeholders including government, funders and/ or those delivering services. How did you go about doing this and what were the results?**

**RIGHT TO WORK**

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

***N.B. From 1 January 2021, a new immigration system applies to people arriving in the UK. This includes EU citizens (except for Irish nationals) moving to the UK to work after this date. Please*** [***click here***](https://www.gov.uk/guidance/employing-eu-citizens-in-the-uk#checking-an-eu-citizen-job-applicants-right-to-work) ***for more about working as an EU citizen in the UK after Brexit.***

***By law you must have the Right to Work in the UK to be employed by L&W, therefore if your application is shortlisted, you will be required to provide evidence of your Right to Work in accordance with Home Office requirements.***

***If you have any questions about Right to Work, please contact the HR Team:*** [***hr.team@learningandwork.org.uk***](mailto:hr.team@learningandwork.org.uk)***.***

**EQUAL OPPORTUNITIES**

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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| --- |
|  |

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, London or Cardiff

|  |
| --- |
|  |

## **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?  Yes  No  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**