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: **HR COORDINATOR (Part-time, Permanent (0.8 FTE)**

Closing date and time: **12pm Monday 24 May 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) | 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 / Most Recent Duties:

|  |
| --- |
|  |

## **PROFESSIONAL QUALIFICATIONS**

Details / Date of CIPD Qualifications

|  |
| --- |
|  |

## **EDUCATION AND TRAINING**

Details and results of examinations

|  |
| --- |
|  |

**LANGUAGES**

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

|  |
| --- |
|  |

## **MANDATORY ASSESSMENT 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 provide a summary of how you meet the essential criteria of the role and how you have demonstrated your initiative, good judgement and excellent customer service in your current and previous roles.**

1. **Please summarise your experience of supporting recruitment administration and inductions. How do you liaise with line managers to ensure an excellent standard of service? Please outline how you have made changes to improve a recruitment or induction process and if you have used technology to do this?**
2. **Please summarise your HR administration experience including any ER advisory work you have undertaken. Please explain how you manage a busy workload with competing priorities to meet deadlines in your current role?**
3. **Please describe a time that you had to work as part of a team to deliver a project or a piece of work. Outline your role in delivering the project.  How did you interact with other team members? What did you learn about your skills as a team member? How would you alter your approach in future?**

**POTENTIAL START DATE**

When could you start work for us?

|  |
| --- |
|  |

**POTENTIAL WORK PATTERN**

**Please note that we are looking for duties to be carried out on a part-time basis, ideally across 5 days Monday to Friday.**

**Please indicate the days/hours you could work:**

|  |
| --- |
|  |

**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**

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

|  |
| --- |
|  |

## **REFERENCES**

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

**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** |

**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  Head of Human Resources  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**