

**Position: Project Facilitation Assistant / Assistant Psychologist– Sessional (Fixed Term Until Sept 2021)**

Please state which of the roles above you are applying for:

Please complete this form, adding additional rows to tables as required.

**Personal Information**

|  |  |
| --- | --- |
| Title |  |
| Family Name |  |
| First Name/s |  |
| UK National Insurance Number |  |
| Address |  |
| Postcode |  |
| Country  |  |
| Home telephone |  |
| Mobile telephone |  |
| Email address |  |

**Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? Yes / No**

### **Membership of Professional Bodies.** Please indicate your professional registration status

|  |  |
| --- | --- |
| Professional body |  |
| Membership number |  |
| Renewal date |  |

#  Education and qualifications

Please give details of **Secondary** and **Further Education** including any "A" levels or equivalent vocational courses.

|  |  |  |
| --- | --- | --- |
| College / Other Institution | Qualification Obtained & Date | Grade/Level |
|  |  |  |
|  |  |  |
|  |  |  |

Please give details of **Higher** Education and equivalent courses

|  |  |  |
| --- | --- | --- |
| University / Other Institution | Qualification Obtained & Date | Grade/Level |
|  |  |  |
|  |  |  |
|  |  |  |

Please give details of any other **professional** or **vocational qualifications** you hold, or **trainings attended** that are relevant to **your** application

|  |  |  |
| --- | --- | --- |
| Awarding Body | Qualification Obtained & Date | Grade/Level |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Employment history

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Please add additional tables as necessary, to cover your employment history over a minimum of the last 3 years.

## Recent / most current employer (reference always required)

|  |  |
| --- | --- |
| **Job title**  |  |
| **Current salary** |  |
| **Employer Name & Address** |  |
| **Reporting to (Name & Role)** |  |
| **Employed from** |  |
| **Employed to** |  |
| **Notice period** |  |
| **Reason for leaving** |  |
| **Please give a brief description of duties, responsibilities and achievements:** |
|  |

## Previous employment

|  |  |
| --- | --- |
| **Job title**  |  |
| **Current salary** |  |
| **Employer Name & Address** |  |
| **Reporting to (Name & Role)** |  |
| **Employed from** |  |
| **Employed to** |  |
| **Notice period** |  |
| **Reason for leaving** |  |
| **Please give a brief description of duties, responsibilities and achievements:** |
|  |

### **Employment Gaps**

If you have any gaps within your employment history, please state the reasons for the gaps below:

|  |
| --- |
|  |

**References**

Please provide the names and full contact details of the people who have agreed to supply references. References must include at least two positions with separate employers and, as a minimum, cover a period of three years employment and/or training history, where this is possible.Referees will be required to comment on your competence, personal qualities and suitability for the post. This may be your line/department manager, or someone in a position of responsibility for any work experience or placement undertaken. If you are a student or trainee this should include a teacher/tutor at your education institution.All reference requests will be followed up and verified by the recruiting employer.

**Referee 1 (Current or most recent line manager)**

|  |  |
| --- | --- |
| Relationship to you |  |
| Role |  |
| Family Name |  |
| First Name/s |  |
| Organisation  |  |
| Address |  |
| Postcode |  |
| Business Telephone |  |
| Email address |  |

**Referee 2**

|  |  |
| --- | --- |
| Relationship to you |  |
| Role |  |
| Family Name |  |
| First Name/s |  |
| Organisation  |  |
| Address |  |
| Postcode |  |
| Business Telephone |  |
| Email address |  |

**Personal Statement**

In this section you need to demonstrate that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular post. Please include your reasons for applying and take the opportunity to highlight your particular strengths, competencies and personal values (Max: 1500 words, extend box as needed).

|  |
| --- |
|  |

### **Equality & Diversity Monitoring**

The Equality Act 2010 protects people against discrimination on the grounds of a range of protected characteristics (please refer to the legislation for full details).

We do not use monitoring data or personal information in any decisions regarding shortlisting or recruitment. However, we do ask these questions to fulfill our commitment to being an equal opportunities employer.

You can choose not to answer these questions (or answer “I do not wish to disclose”) and this will not affect the outcome of your application. Please state your:

|  |  |
| --- | --- |
| **Date of Birth:** |  |
| **Gender:** |  |
| **Is your gender the same one that you were assigned at birth?** | Yes / No |
| **Ethnic Origin:** |  |
| **Marital Status:** |  |
| **Sexual Orientation:** |  |
| **Religion or Belief:** |  |

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities (see [www.gov.uk/definition-of-disability-under-equality-act-2010](https://www.gov.uk/definition-of-disability-under-equality-act-2010)

Reasonable adjustments will be made available should you be invited to interview.

According to the definition of disability do you consider yourself to have a disability? Please indicate:

**Yes / No / I do not wish to disclose whether or not I have a disability**