**National Survivor User Network (NSUN)**

**Application form**

**Role: Head of Operations and Finance**

Please return this form by 5pm on **Monday 28th February**.

**By email:** **info@nsun.org.uk**

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

*This information helps us monitor whether we are placing our recruitment advertisements effectively in line with our* [*Equality, Diversity and Inclusion policy*](https://www.nsun.org.uk/wp-content/uploads/2021/07/Final-NSUN-Equality-Diversity-and-Inclusion-Policy-UPDATED-May-2021-2.pdf)*.*

*Please also see our* [*Recruitment and Selection policy*](https://www.nsun.org.uk/wp-content/uploads/2021/09/NSUN-Recruitment-and-Selection-Policy.pdf) *here.*

***Submitting your application in an alternative format****: if you would prefer, you are welcome to send us a short video or audio file (no longer than 8 minutes) telling us about yourself, your current and previous job roles, and any relevant qualifications and/or knowledge, skills and experience.*

|  |
| --- |
| **Personal details** |
| **Name** | Pronouns |  |
| Last name |  |
| First name(s) |  |
| **Contact details**  | Address (including postcode) |  |
| Mobile number |  |
| Email |  |
| **Do you require a work permit to work in the UK?** | Yes [ ]  No [ ] If ‘Yes’, do you have a valid permit? Yes [ ]  No [ ]  |

|  |
| --- |
| **Current or most recent employment**  |
| **Job title** |  |
| **Employer name and address** |  |
| **Nature of business** |  |
| **Start date** | DD/MM/YYYY | **End date (if applicable)** | DD/MM/YYYY |
| **Reason for leaving OR notice required** |  |
| **Part/full-time and hours worked** |  |
| **Your main duties and responsibilities** |  |

|  |
| --- |
| **Previous employment****Full history including gaps in employment and reasons. Continue on a separate sheet if necessary.** |
| **Date from – to:** | **Position** | **Employer** | **Nature of business** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Education, training and personal development****Please tell us about your educational achievements at school, college, etc. Please include any relevant short training courses or professional membership/qualifications.** |
| **Where achieved** | **Achievement/grade** | **When** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| **References****All offers of employment are subject to the receipt of two satisfactory references. Please give the details of two referees, one of which should be your current/last employer. We will only contact referees after interview.** |
| **Reference 1** | Name |  |
| Relationship |  |
| Address |  |
| Telephone |  |
| Email |  |
| **Reference 2** | Name |  |
| Relationship |  |
| Address |  |
| Telephone |  |
| Email |  |

|  |
| --- |
| **Rehabilitation of Offenders Act 1974****Due to the nature of the post for which you are applying, it is regarded as ‘exempt’ from the provisions of the Act and applicants are not entitled to withhold information about convictions which for other purposes are ‘spent’ under the provisions of the Act and, in the event of employment. Applicants will need to have a basic Disclosure and Barring (DBS) check.** |
| Have you ever been convicted of a criminal offence by a court of law? Yes [ ]  No [ ]  |
| **If you answered ‘yes’, please give dates and details of the offence. Having a criminal record will not necessarily be a bar to employment. NSUN needs to carry out a DBS check for all employees.** |  |

|  |
| --- |
| **Reasonable adjustments** |
| **Please describe any reasonable adjustments we could make to the recruitment process to help you apply for the job?** |  |

|  |
| --- |
| **Supporting information****Please limit this to two sides of A4 paper and refer to the essential and desirable skills set out in the Job Description/Person Specification.** |
|  |

|  |
| --- |
| **Data protection statement** |
| I certify that all the information provided in this form is true and accurate the best of my knowledge. |
| **Signed** |  | **Date** |  |