**National Survivor User Network (NSUN)**

**Application form**

**Role: Communications and Membership Officer**

Please return this form by **9am on Tuesday 25th October 2022**

**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 6 minutes) to answer the “NSUN values and approach”, “Lived experience” and “Supporting Information” sections of this form. Please also return the application form with the remaining sections completed.*

|  |
| --- |
| **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****In the blank space below, please give a summary of your work history (including volunteering).****For employment/full time roles, please include the role title, name of the organisation, the time period that you held this role, your main responsibilities and reason for leaving. For periods of freelance work/short term/multiple roles, please group similar roles together and summarise.****The format and length of this section is up to you.** |
|  |

|  |
| --- |
| **Education, training and personal development****Please tell us about any relevant 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?** |  |

|  |
| --- |
| **NSUN values and approach****Using information from our website (**[**www.nsun.org.uk**](http://www.nsun.org.uk) **– you may also want to have a look at our Twitter, which is @NSUNnews), please write a couple of paragraphs setting out your understanding of our values and approach to thinking critically and creatively about mental health and why that interests you.** |
|  |

|  |
| --- |
| **Lived experience of mental ill-health, distress and trauma****Please set out, briefly, how you feel your lived experience of mental ill-health, distress and trauma informs your ways of working and/or your interest in this role with NSUN.** |
|  |

|  |
| --- |
| **Supporting information****Please limit this to two sides of A4 paper. You will need to refer to the essential and desirable skills set out in the Job Description/Person Specification. We find that it is helpful for candidates to copy and paste the Person Specification bullet points into the box below and respond to each point in turn.** |
|  |

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