

**National Survivor User Network (NSUN)**

**Application form**

**Role: Operations Manager**

Please return this form by **9am on Monday 20th November**.

**By email: [info@nsun.org.uk](mailto:info@nsun.org.uk)**

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| **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/2023/05/NSUN-Recruitment-and-Selection-Policy-May-23.pdf)*.*

***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 ethos and approach”, “Lived experience” and “Supporting information” sections of this form. Please also return the application form with the remaining sections completed.*

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| **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 |

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| **Applying as a job share (leave this section blank if you are not applying as a job share)** | |
| **If you are applying as a job share, please provide the name of the person you are applying alongside so that we can consider your applications together.** |  |
| **If you are applying as a job share, please tell us how you would like to split your working hours with your job share partner.** |  |

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| **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** |  | | |

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| **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.** |
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| **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** |
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| **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 once an offer has been made and accepted.** | | |
| **Reference 1** | Name |  |
| Relationship |  |
| Address |  |
| Telephone |  |
| Email |  |
| **Reference 2** | Name |  |
| Relationship |  |
| Address |  |
| Telephone |  |
| Email |  |

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| **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.** |  |

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| **Reasonable adjustments** | |
| **Please describe any reasonable adjustments we could make to the recruitment process to help you apply for the job. This includes getting the application form and recruitment pack in larger font sizes, and providing flexibility on interview timings.** |  |

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| **NSUN ethos and approach**  **NSUN takes a critical and creative approach to thinking about mental health and works in a unique space in the mental health lived experience landscape. Please read the information on our website page about what we do (**[**https://www.nsun.org.uk/about-us/what-we-do/**](https://www.nsun.org.uk/about-us/what-we-do/)**), including the linked Theory of Change (**[**https://www.nsun.org.uk/wp-content/uploads/2022/07/NSUN-THEORY-OF-CHANGE-2022.pdf**](https://www.nsun.org.uk/wp-content/uploads/2022/07/NSUN-THEORY-OF-CHANGE-2022.pdf)**), and write a couple of paragraphs setting out your understanding of what we do and how we do it, and why that interests you.** |
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| **Lived experience of mental ill-health, distress or trauma (which may include racial trauma)**  **Please set out, briefly, how you feel your lived experience of mental ill-health, distress or trauma informs your ways of working and your interest in the role and the organisation. Please do not feel the feel need to disclose anything about your personal lived experience, such as traumatic experiences or mental health diagnosis, in any detail.** |
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| **Supporting information**  **Please limit this to two sides of A4 paper. You will need to refer to the essential and, where applicable, desirable skills set out in the Person Specification, setting out how you meet them and providing examples wherever possible. 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. This excludes the first essential Person Specification point about lived experience, which should be addressed in the box above.**  **Please note that applications are scored according to the extent to which the information provided shows that the Person Specification points are met. Essential criteria are weighted more strongly in this scoring than the desirable criteria.** |
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| **Data protection statement** | | | |
| I certify that all the information provided in this form is true and accurate the best of my knowledge. | | | |
| **Signed** |  | **Date** |  |