**POP APPLICATION FORM**

**(or complete online xxxxx)**

Post applied for: **LEARNING CHAMPION**

Please return this form by: **18th June 2021**

Return this form **by email –** [**info@plymouthoctopus.org**](mailto:info@plymouthoctopus.org)

NOTES TO ASSIST YOUR APPLICATION

The following notes are designed to assist you in completing this application:

1. Application Forms and Personal Details are confidential to the CEO, members of the selection panel and members of the POP team who take part in the recruitment process.
2. Please take this opportunity to give us as full a picture about yourself as possible. We are interested in anything you can bring to the job from your whole life experience, not solely from your paid employment history.
3. Please complete all sections of the form and **do not refer to a separate CV.**
4. If you are applying for the post as a job share you will need to indicate this in the Personal Details section of the application form. We will accept applications either with or without a job share partner. If you are applying with a job share partner you will both need to complete separate application forms and ensure that you name each other in the Personal Details section of the application form.

Recruitment process – the process we’re using is:

1. **Pre-application.** You submit this pre-application (and diversity monitoring form) – we ONLY need information about your experience, education, contact details and any health condition or disability that affects the recruitment process.
2. **Long list.** We will remove the applications that most obviously do not meet the required skills and experience.
3. **Informal ‘hello’.** We will hold a very informal conversation with those on the long list. This is just to say hello and give you an opportunity to find out a bit more about POP.
4. **Meet the team (1st interview).** This is an opportunity to meet the POP team. We will ask questions and you will take part in an activity with us.
5. **Short list.** We will select the final candidates to attend a final interview.
6. **Personal statement & referees**.We will ask you to complete a personal statement and give 2 referees.
7. **Interview**. A panel of trustees and staff will ask you questions and you will need to prepare a short presentation.
8. **Appointment**. We will select the candidate we feel best fits the organisation and the skills we need.

**Please describe your CURRENT EMPLOYMENT. If you are not currently employed go on to previous employment and/or voluntary work sections.**

Name of Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No of Hours per week: \_\_\_\_\_\_\_\_\_\_

Date Post Commenced: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief Description of Job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PREVIOUS PAID EMPLOYMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Job Title** | **From** | **To** | **Reason for leaving** |
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**VOLUNTARY WORK**

We are interested in any unpaid work experience you feel is relevant. Please give dates and explain what skills and/or experience you gained. Remember that membership of management committees, local groups, etc, is unpaid work**.**

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School/University/College/training provider

**EDUCATION AND TRAINING**

|  |  |  |
| --- | --- | --- |
| **School/University/College/training provider** | **Qualifications Gained:** | **Dates:** |
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**OTHER FORMAL OR NON-FORMAL TRAINING (continue on a separate sheet if necessary)**

e.g. Training Courses, Evening classes, Workshops, etc... (with dates)

**Please confirm** that you are available on **Tuesday 6th July.** Please give any times when you **would not** be available on this day.

I can confirm I am available on **Tuesday 6th July.**

Please note the following dates:

1. **Application deadline:** 18th June
2. **Long list:**  21st - 23rd June
3. **Informal ‘hello’ by phone:** 23rd - 25th June
4. **Meet the team, 1st interview and task**: Tuesday 6th July
5. **Short list:** 7th - 8th July
6. **Personal statement**: 9th - 16th July
7. **2nd Interview**: Week beginning 19th July
8. **Appointment**: 22nd July

NOTE: Please ensure that your Personal Details sheet is returned with this application form

**CONFIDENTIAL**

## PERSONAL DETAILS

**NOTE**: The information you provide will be treated as confidential and will only be circulated to members of the selection panel.

Name in full \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile No Email

Are you applying for this post as a Job Share? Yes/No

If yes, and you are applying with a job share partner please can you tell us their name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HEALTH & DISABILITY**

Please state if you have any health condition or a disability you feel we should know about that could affect the recruitment process. Please advise us of any equipment, special facilities or arrangements you may require.

I confirm that to the best of my knowledge the details given in this application are correct.

**SIGNED \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**