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| HR use only: |  |

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| **APPLICATION FORM – LWF Programme Manager** |

**Instructions to applicants:**

* Please read the Job Description carefully before completing this application form. When complete, please return this application form (as a word document) to [recruitment@citizensuk.org](mailto:recruitment@citizensuk.org) by the closing date of **midnight on Monday 24th May 2021**.
* Interviews will be held on **Monday 7th or** **Tuesday 8th June 2021.**
* All candidate information on this application form is treated confidentially and used for recruitment and selection purposes only. Shortlisting will be carried out solely based on information provided on this application form – CVs will not be considered.
* Personal details are at the end of this form, please retain the page break.

If your application is successful, it will form part of your employment record. All unsuccessful applications will be destroyed approximately 6 months after the vacancy has been filled.

Regretfully, due to the high number of applications received, Citizens UK only provides feedback to those that attend interview.

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| **VACANCY DETAILS** |  |
| Position applied for: |  |
| Where did you see this position advertised? |  |
| Would you like CUK to retain your details for other vacancies within the next 6 months? |  |

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| **MOTIVATIONS** |
| **Why do you want to work for Living Wage Foundation in this role?**  (no more than 250 words)  You can read more about us at [www.livingwage.org.uk](http://www.livingwage.org.uk) |
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| **SKILLS, KNOWLEDGE AND EXPERIENCE** |
| **How would you utilise local networks, institutions and individuals to drive Living Wage accreditation in London?**  (no more than 250 words) |
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| **Provide tangible examples of how your skills, knowledge and experience will support your ability to meet the person specification set out in the job description**  (no more than 500 words) |
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| **EMPLOYMENT HISTORY** (most recent first) | |
| Organisation |  |
| Job title |  |
| 3-5 key responsibilities  or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |
|  | |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities  or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |
|  | |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities  or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |
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Please add more employments as appropriate

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| **VOLUNTEER HISTORY if applicable** (most recent first) | |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |
|  |  |
| Organisation |  |
| Position held |  |
| 3-5 key responsibilities or achievements |  |
| Dates (from–to) |  |
| Reason for leaving |  |

Please add more voluntary roles as appropriate

**CONFIDENTIAL INFORMATION**

In line with our Equal Opportunities Policy, the following information will not be shared with the Recruiting Manager(s) during the initial shortlisting. After shortlisting some of the information below will be provided as necessary.

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| **PERSONAL DETAILS** | |
| Surname |  |
| First name |  |
| Home Address |  |
| Phone number |  |
| Email address |  |

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| **EDUCATION AND/OR RELEVANT QUALIFICATIONS** | | | |
| **Name of institution** | **Subjects studied** | **Grades attained** | **Dates** (from-to) |
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| **REFERENCES** | | |
|  | **Referee 1**  (current employer, if applicable) | **Referee 2** |
| Name |  |  |
| Organisation |  |  |
| Position |  |  |
| Address |  |  |
| Phone number |  |  |
| Email address |  |  |

FYI References will not be taken up before interview. Generally, references are only taken up once a verbal offer of employment has been accepted.

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| **SUPPLEMENTARY INFORMATION** | | |
| Do you have the unrestricted Right to Work in the UK? | Yes | No |
| Have you ever been convicted of a criminal offence relevant to the post applied for? | Yes | No |
| If yes, give details: | | |
| Have you ever worked for Citizens UK or any associated organisation before? | Yes | No |
| Do you require any specific facilities to be provided to enable you to attend an interview? | Yes | No |
| If yes, give details | | |
| May you require adjustments to be made to work premises, practices or equipment to enable you to take up this position? | Yes | No |
| If yes, give details: | | |

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| **DECLARATION** |
| By submitting this application:   * I confirm that the information in this application is true and accurate, to the best of my knowledge. * I understand that any false statement may disqualify me from appointment and may be considered misconduct leading to a disciplinary matter if employment has commenced. |
| Signature\Initials: Date: |

When complete, please return this application form (**as a word document**) to [recruitment@citizensuk.org](mailto:recruitment@citizensuk.org)

**Thank you for your application**