Form 1 - Application Form

**POST APPLIED FOR: Policy Committee – Lay Member**

Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form. **CVs will not be considered.**

**We welcome applications from people with disabilities. If you are shortlisted, and have any particular access or other requirements, please contact Marc Stoner on 020 7580 5861 who will be pleased to discuss this with you.**

Where did you see this advertised?

**PERSONAL DETAILS**

Title:

Surname:

First name(s):

Home Address:

Postcode:

Mobile tel:

Email:

Do you require a visa to work in the UK? (Please highlight yes or no)

Yes

No

Are there any restrictions on you taking up employment in the UK?

**EMPLOYMENT HISTORY**

Start with your present or most recent employer. It will suffice to briefly describe your duties and responsibilities, as you may wish to refer to these in more detail under the Experience and Skills section. Please include details of any voluntary work which may be relevant. Please continue on a separate page if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Current Employer** | **Job Title** | **Date** | | **Main Responsibilities and Achievements** | **Reasons for leaving / Wanting to leave** | **Current Salary** |
| From | To |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previous employment** | **Job Title** | **Date** | | **Main Responsibilities and Achievements** | **Reasons for leaving** |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**EDUCATION AND TRAINING**

**Education**

Please list your formal educational qualifications and any professional training undertaken relevant to this post. If gained in a country other than the UK please indicate at what level – e.g. A level equivalent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Establishment** | **Subjects Studied** | **Qualification/Level** | **Date(s)** | **Results** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Professional Qualifications/Other relevant training**

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.

Course title (most recent first)

|  |  |  |
| --- | --- | --- |
| **Course Title**  **(most recent first)** | **Qualification/Level** | **Date(s)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SKILLS, EXPERIENCE AND ADDITIONAL INFORMATION SHEET**

Please complete the following two questions as outlined below:

This is your chance to tell us why you feel you are a suitable candidate for this post. Remember to address all points in the person specification.

1. In no more than 1,000 words, give us details of any relevant skills and experience which you might bring to the role. Read the person specification/ job profile before you answer this section, outline the skills, knowledge and experience required for this post. We draw up a short list on the basis of this information.

You must give demonstrable evidence of your skills and abilities, drawing on academic, professional, voluntary or personal life. It is not sufficient to simply duplicate the person specification.

Ensure that the information you give is relevant to the advertised post. Illustrate your skills by referring to any experience – paid or voluntary work, personal or academic life.

2. Why this particular role?

**REFERENCES**

Please give the details of at least **two** referees that will be able to comment on your employment over the last five years. One of these should be from your present or most recent employer (paid or voluntary work). These should not include relatives or purely personal friends. We will not take up references without your permission, or before interview. Employment is offered subject to receipt of satisfactory references.

**First Referee**

Name: Relationship:

Position:

Organisation:

Email address:

Telephone number:

**Second Referee**

Name: Relationship:

Position:

Organisation:

Email address:

Telephone number:

**Additional Referees**

**DECLARATION**

I confirm that the information in this application form is correct. I understand that any false information or deliberate omissions which may impact upon or affect my ability to perform this role will disqualify me from employment or may render me liable for dismissal.

I understand that I will be asked to declare any convictions in line with my rights under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

I agree that the information I have supplied can be stored on computer or held manually in accordance with the Data Protection Act. Full details of our Privacy Policy can be found via <http://www.arb.org.uk/privacy-policy/>

I consent to the ARB using and keeping information I have provided on this application form or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application for the post specified.

I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that the ARB will retain the form for 6 months after completion of the recruitment process, after which time it will be destroyed. I agree that ARB may contact me in the event of there being any other vacancies for which I may be suitable. We do continue to keep anonymous information for monitoring purposes principally to comply with anti-discrimination legislation.

Signed: Date:

**Please return this completed application form by 11am Monday 3 February 2020**

**For further details on the application process please visit:** [**www.arb.org.uk/about-arb/the-staff-team/work-with-us/ine-policy-committee**](http://www.arb.org.uk/about-arb/the-staff-team/work-with-us/ine-policy-committee)