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| Where did you find out about the role? |  |
| Please provide the last six digits of the telephone number you provided in Part 1 | (we’ll use it to identify your contact details if we need to contact you) |

**Application Form – Part 2  
This is the only part of your application that goes to the shortlisting panel.**

**You are welcome to submit Part 2 of the application in a different format if you prefer (e.g. audio or video). Please put a link to wherever we can find your answer to the question in the relevant boxes.**

**Useful Information for Applicants:**

* Please email your completed application form to: **susan.blackburn@curiousminds.org.uk**
* **The deadline for applications is 5pm on the 19th of July 2021.** We won’t accept late applications. All applications will be acknowledged with an email, so if you don’t receive an acknowledgement, assume we haven’t received it and call us.
* We will let you know by **Friday 23rd of July** if we are offering you an interview.
* Interviews will take place on **Tuesday 27th of July** or **Wednesday 28th of July**. They will take place via Zoom. You will be given instructions on how to join and what to expect.
* We’d like the successful candidate to start as soon as possible, although we understand people may need to give notice.

**How we recruit (so you know what to expect):**

* We’ll decide on a recruitment panel of at least three people.
* The panel will receive part B of your application only and will score it according to the ‘Skills and Experience Needed to do the Job’ section of the job description. Read this carefully.
* The 5 or 6 highest scoring candidates will be invited to an interview.

**If you’re offered an interview:**

We really want to get a sense of who you are at interview, and we understand nerves can get in the way. To help, we’ll email you the interview questions in advance, to give you some time to think through your answers. We aren’t expecting ‘presentations’ and we’d encourage you not to read from notes, we just want to give ourselves the best chance of seeing what you’re capable of and you the best chance of feeling like you’ve done your best.

If you have any questions about the role or the application process, please feel free to ask. We cannot give you advice about what to write in your application.

**What are you working on at the moment?**

Please focus on your own role rather than the project or organisation as it’s you we want to know about! No more than 500 words (or 3 mins) please.

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**Please tell us about up to 5 of the most relevant things you’ve done in the past.**

You might like to include previous roles, projects, training, study or something else.

No more than 500 words (or 3 mins) in total please.

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**Why do you want this role?**

We’re interested in what this role would mean for you and what makes you want to do it.

No more than 300 words (or 2 mins) please.

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**Why do you believe you’ll be good at this role?**

Using the information given under ‘skills and experience needed to do the job’ in the job description, please outline how you meet the requirements, and why you would be the right person for this opportunity.

No more than 750 words (or 6 mins) please.

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**Referees**

Please give the details of two referees who know your professional work. Where possible, one of the referees should be someone you’re working with currently or have worked with most recently.

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| **Name** |  |
| **Address** |  |
| **Telephone no.** |  |
| **Email address** |  |
| **Occupation** |  |

**Can we contact this referee:** (please delete as appropriate)

* At any time?
* Only if offered an interview?
* Only if offered employment?

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone no.** |  |
| **Email address** |  |
| **Occupation** |  |

**Can we contact this referee:** (please delete as appropriate)

* At any time?
* Only if offered an interview?
* Only if offered employment?

**Declaration**

The information that you have provided on the application forms will be held securely during the recruitment process. Personal data relating to unsuccessful candidates will generally be destroyed after the recruitment process has ended. Very rarely, we may need to retain personal data of unsuccessful applications for longer. In any event, all personal data will be stored securely in accordance with Data Protection Legislation 2018.

I consent to my personal data being held as stated above.

I confirm that the information I have provided within this application is correct.

Please send completed application forms to:

Susan.blackburn@curiousminds.org.uk