# Application Form Questions

## Part 1 – Your personal details

The shortlisting panel will not receive any of the information you share in Part 1 of this form, so that it cannot influence their decision making. This includes all personal contact details, inclusion and access data.

**1. First Name(s) and Surname:**

**2. Address:**

**3. Telephone Number:**

We use part of your telephone number as your candidate reference number, so please take care to enter it correctly.

**4. Email address:**

### Inclusion Survey

Curious Minds is committed to making our work, and our sector more equal. To do that, we need to understand who we are and aren't reaching. As a positive action, we won’t shortlist for a role unless 20% of the people who apply are from a group that is currently under-represented in our sector, to make sure our adverts have reached far and wide. The only way for us to know is to ask you to complete a survey.

The survey is completely anonymous, meaning we will not be able to identify your individual answers. You can always tick 'I prefer not to say' if you don't want to answer a particular question.

Please complete our separate Inclusion Survey online at: <https://forms.office.com/r/DKN89HRH6G>. Clicking on this link will open a new browser window, so that you can come back to this form afterwards.

**5. I have completed the Inclusion Survey (checkbox)**

### Access Needs

**6. Please tell us here if there is anything you will need to support your access if invited to interview:**

This is the end of Part 1 of the application form. The information you share in the next section - Part 2 - is the only part of your application that goes to the shortlisting panel.

Please note that, if you are offered an interview:

* We will need to check that you have the right to work in the UK.
* We will ask you for details of any criminal convictions you have had.
* We will ask you whether you have a current DBS certificate.

## Part 2 – Your suitability for this role

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| --- |
| NOTES FOR CANDIDATES:  You are welcome to submit Part 2 of this application in a different format (e.g. audio or video) if that would be helpful. Please contact [tom.edwards@curiousminds.org.uk](mailto:tom.edwards@curiousminds.org.uk) for advice.  You will have the opportunity to request a copy of your full response on submission.  **The deadline for applications is midnight (12am) Wednesday 4th June. We won’t accept late applications**.  After you press 'submit' at the end of the form, you should see a confirmation on your screen that your application has been sent. You will also see an option to save a PDF of your answers. If you do not see this, please assume your application has not reached us safely and contact us via [tom.edwards@curiousminds.org.uk](mailto:tom.edwards@curiousminds.org.uk).  We will let you know by the end of Friday 6th June if we are offering you an interview. If you do not hear from us by the morning of the 9th of June, please assume you have been unsuccessful on this occasion.  **Interviews will take place Wednesday 11th June, in person and in Wigan**.  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 which is usually three people. * The panel will receive Part 2 of your application only and will score it using the Person Specification section of the job description. Read this carefully. * The 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 the day before your interview, 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 via email to [Lucy.Evans@Curiousminds.org.uk](mailto:Lucy.Evans@Curiousminds.org.uk). We cannot give you advice about what to write in your application. |

**7. Where did you find out about this role? (drop down list)**

**8. Please provide the last six digits of the telephone number you provided in Part 1:**

This is your candidate reference number and we’ll use it to identify your contact details if we need to contact you.

**9. Please tell us about the most relevant things you’ve done in the past, focusing on office management, health & safety (including risk assessment) and office administration.**

Please choose up to 5 things to discuss. No more than 500 words please.

**10. Tell us about any systems you have used in relation to facilities management and / or hiring out rooms, including any IT or online options that you’ve experienced or have used.**

Please try to be as specific as possible. No more than 500 words in total please.

**11. We are looking for a highly organised, motivated individual with strong communication skills. With that in mind, why do you believe you’ll be good at this role?**

Tell us about the qualities, competencies and experiences you have that mean you could do this role well. No more than 500 words please.

**12. Finally, tell us a little bit about yourself and what you are curious about.**

No more than 500 words in total please.

### 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.

#### First Referee

**13. Name**

**14. Address:**

**15. Telephone:**

**16. Email Address:**

**17. Referee occupation or relationship to you:**

**18. When can we contact this referee? (checkbox)**

Options are: At any time, only if offered an interview or only if offered employment.

#### Second Referee

**19. Name**

**20. Address:**

**21. Telephone:**

**22. Email Address:**

**23. Referee occupation or relationship to you:**

**24. When can we contact this referee? (checkbox)**

Options are: At any time, only if offered an interview or 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.

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

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