## Job Application form

# In confidence

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| **Application for the post of:** |
| **Head of Accreditation** |

Please read the instructions on this form before completing your application.

Please note that we do not accept CVs. All applications must be made on our official application form. We will only accept applications where the candidate has clearly demonstrated that they meet the personal specification. This must be set out within the personal statement with each specification as the title, followed by a description of how the candidate meets the requirement, including reference to specific examples.

You should complete this form and return it to [recruitment@professionalstandards.org.uk](mailto:recruitment@professionalstandards.org.uk), by the closing date stated in the advert.

Personal Details

|  |  |
| --- | --- |
| **Surname/Family name** | **Forename(s) (in full)** |
|  |  |
| **Title (Dr Mr Mrs Miss Ms etc)** |  |
|  |  |
| **Permanent address** | |
|  | |
|  | |
|  | |
|  | |
| **Postcode** | |
|  |  |
| **Work telephone number** | **Mobile number** |
|  |  |
| **Home telephone number** | **Email address** |
|  |  |

Education and Qualifications

Please give details of your education and qualifications, starting with the most recent first.

|  |  |
| --- | --- |
| Name and address of school, university, college or other institution | Qualification(s) obtained (please specify subjects and grades) |
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|  |  |
|  |  |

Training courses

Please give details of all training courses attended that you deem are relevant to the post you are applying for:

|  |  |
| --- | --- |
| Awarding body/institution | Course details & Qualification(s) obtained |
|  |  |
|  |  |
|  |  |
|  |  |

Professional memberships

Please give details of any current professional memberships.

|  |  |
| --- | --- |
| Professional membership | Organisation/Institution |
|  |  |
|  |  |
|  |  |
|  |  |

Full and Part-time work

Please give details of all full and part-time work. This includes any voluntary positions. Start with your current/most recent post and work backwards chronologically.

|  |  |
| --- | --- |
| **Employer’s name and address:** |  |
| **Start date:** |  |
| **End date:** |  |
| **Salary:** |  |
| **Reason for leaving:** |  |
| **Positions held/main duties (including any management responsibilities):** |  |

|  |  |
| --- | --- |
| **Employer’s name and address:** |  |
| **Start date:** |  |
| **End date:** |  |
| **Salary:** |  |
| **Reason for leaving:** |  |
| **Positions held/main duties (including any management responsibilities):** |  |

|  |  |
| --- | --- |
| **Employer’s name and address:** |  |
| **Start date:** |  |
| **End date:** |  |
| **Salary:** |  |
| **Reason for leaving:** |  |
| **Positions held/main duties (including any management responsibilities):** |  |
| **Employer’s name and address:** |  |
| **Start date:** |  |
| **End date:** |  |
| **Salary:** |  |
| **Reason for leaving:** |  |
| **Positions held/main duties (including any management responsibilities):** |  |

|  |  |
| --- | --- |
| **Employer’s name and address:** |  |
| **Start date:** |  |
| **End date:** |  |
| **Salary:** |  |
| **Reason for leaving:** |  |
| **Positions held/main duties (including any management responsibilities):** |  |

Time unaccounted for

Please give details of any time not already accounted for above.

Skills, competencies and experience

Please address below how you meet the criteria set out in the person specification. The skills and experience are grouped below. You should provide examples and evidence of previous relevant experience and how you have used specific competencies and skills.

* High level written and oral communication skills
* Engaging with senior level stakeholders
* Strong relationship management skills, including the ability to discuss contentious issues and/or provide feedback to senior personnel
* Public speaking/presenting
* Able to report on complex matters in a style that can be readily understood by lay persons

|  |
| --- |
| Maximum 500 words |

* Strategic thinking
* Strong analytical skills with excellent attention to detail
* Negotiating and influencing
* Team working, including a flexible approach and the ability to work effectively in a small organisation

|  |
| --- |
| Maximum 400 words |

* Being responsible for the operational delivery of a service or function
* Staff management
* Managing and preparing budgets
* Project management skills
* Ability to prioritise work and work to deadlines

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| --- |
| Maximum 500 words |

* Customer service/complaints handling (desirable)
* Communications and/or the marketing or promotion of services or products (desirable)

|  |
| --- |
| Maximum 200 words |

References

Please give (in block letters) details of **two** referees. Where relevant, one should be your current or last employer.

|  |  |
| --- | --- |
| Referee 1 | Referee 2 |
| Name | Name |
|  |  |
| Job title | Job title |
|  |  |
| Full company name and address (including postcode) | Full company name and address  (including postcode) |
|  |  |
| Telephone | Telephone |
|  |  |
| Email address | Email address |
|  |  |

References will only be requested if your application is successful.

Guaranteed Interview Scheme

The Authority is committed to the employment and career development of disabled people.

***What is the GIS Scheme?***

We guarantee to interview anyone with a disability whose application meets the minimum criteria for the post. To qualify for the scheme, you are required to provide us with evidence in your application form which demonstrates that you meet the essential competences required for the role set out in the person specification and the advertisement for the post.

***What do we mean by disability?***

A physical or mental impairment which has a substantial and long term effect on a person’s ability to carry out normal day to day activities.

***How do I apply?***

Simply sign the declaration below. If you need assistance completing this form or would like an alternative format, please contact the Authority. Please also complete the ‘Assistance for Interview’ section below if necessary.

***Guaranteed Interview Scheme Declaration***

I consider myself to have a disability as defined above and would like to apply under the guaranteed Interview Scheme.

|  |  |
| --- | --- |
| **Signature** | **Date** |
|  |  |

Assistance for interview

The Authority wishes to ensure that all candidates have a fair opportunity to show their abilities in the selection process, so that our decisions are based on your ability to do the job and not any factor that is irrelevant to the post. In order to help us to do this, please indicate if you need any adjustments for the interview, such as:

Wheelchair access  Keyboard for written tests

Sign Language Interpreter  Accessible parking

Induction Loop  Assistance in and out of vehicle

Written material in large print  Voice activated software

Personal support or assistance

If any other form of assistance is required, please provide details here:

Application declaration

I declare that the information I have given is, to the best of my knowledge and belief, true and complete. I understand that my application may be rejected or, if I have been appointed, that I may be dismissed and possibly subject to criminal prosecution, if I withhold relevant details or provide fraudulent, misleading or false information.

I confirm that I have read and agreed to the Authority’s privacy statement on how my information will be managed <https://www.professionalstandards.org.uk/privacy-policy>

|  |  |
| --- | --- |
| **Signature** | **Date** |
|  |  |

Please tell us where you saw this advert?

The Guardian Website []

The Professional Standards Authority Website []

Twitter []

Linkedin []

Civil Service Jobs []

NHS Jobs []

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equality and Diversity monitoring form 2022**

The Professional Standards Authority wants to collect data on the diversity of its workforce so that we have an accurate picture of the makeup of our organisation. The data will also help us to identify action we can take to improve diversity at different levels and ensure fair treatment for all. The data collection is part of our Equality, Diversity and Inclusion aims and we need your help and co-operation to achieve these aims.

The data is being collected on a voluntary basis, it is anonymous and cannot be linked to individuals. Therefore we would like to encourage you to complete the form and look forward to your support and in getting us to 100%  
  
We will compile a report of the results from the questionnaire and ensure individuals are not identifiable.     
  
If you have any questions or would like any further information about this questionnaire then please contact a member of the HR and Governance team.

**Gender** Male 🗆 Female 🗆 Non-binary 🗆 Prefer not to say 🗆 Gender fluid🗆

If you prefer to use your own term, please specify here …………………….

**Is your gender identity the same as the sex you were assigned at birth?**

Yes 🗆 No 🗆 Prefer not to say 🗆

**Are you married or in a civil partnership?** Yes 🗆 No 🗆 Prefer not to say 🗆

**Age** 16-24🗆 25-34 🗆 35-44 🗆

45-54 🗆55-64 🗆 65+ 🗆

Prefer not to say 🗆

**What is your ethnicity? (Please select all that apply)**

***White***

English 🗆 Welsh 🗆 Scottish 🗆 Northern Irish 🗆 Irish 🗆

British 🗆 Gypsy or Irish Traveller 🗆 Prefer not to say 🗆

Any other white background, please write in:

***Mixed/multiple ethnic groups***

White and Black Caribbean 🗆 White and Black African 🗆 White and Asian 🗆 Prefer not to say 🗆 Any other mixed background, please write in:

***Asian/Asian British***

Indian 🗆 Pakistani 🗆 Bangladeshi 🗆 Chinese 🗆 Prefer not to say 🗆

Any other Asian background, please write in:

***Black/ African/ Caribbean/ Black British***

African 🗆 Caribbean 🗆 Prefer not to say 🗆

Any other Black/African/Caribbean background, please write in:

***Other ethnic group***

Arab 🗆 Prefer not to say 🗆 Any other ethnic group, please write in:

**Do you consider yourself to have a disability, mental health or health condition?**

You’re disabled under the Equality Act 2010 if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do normal daily activities

Yes🗆 No 🗆 Prefer not to say 🗆

What is the effect or impact of your disability or health condition on your ability to give your best at work? Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, the Governance team or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual/straight 🗆 Gay man 🗆 Gay woman/lesbian 🗆 Bisexual 🗆

Prefer not to say 🗆 If you prefer to use your own term, please specify here ……………………………………………….….

**What is your religion or belief?**

No religion or belief 🗆 Buddhist 🗆 Christian 🗆 Hindu 🗆 Jewish 🗆

Muslim 🗆 Sikh 🗆 Prefer not to say 🗆 If other religion or belief, please write in:

**If you have any flexible working arrangements other than hybrid working. What is your flexible working arrangement?**

None 🗆 Flexi-time 🗆 Staggered hours 🗆 Term-time hours 🗆

Annualised hours 🗆 Job-share 🗆 Flexible shifts 🗆 Compressed hours 🗆

Prefer not to say 🗆 If other, please write in:

**What is your salary?**

£30,000-£45,000 🗆 £45,001-£60,000 🗆 £60,001-£75,999 🗆

£76,000+ 🗆 Prefer not to say 🗆

Other

**Do you have caring responsibilities? If yes, please tick all that apply**

None 🗆 Primary carer of a child/children (under 18) 🗆

Primary carer of disabled child/children 🗆

Primary carer of disabled adult (18 and over) 🗆 Primary carer of older person 🗆

Secondary carer (another person carries out the main caring role) 🗆

Prefer not to say 🗆 Other: