**APPLICATION FORM: HEAD OF MENTORING**

**Note: this section of the application form will NOT be available to the Selection Panel**

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| **PART A: PERSONAL INFORMATION** | | | |
| **Last Name:** |  | **Title:** |  |
| **First Name(s):** |  | | |
| (please underline the name you are known by, or specify here) | | | |
| **Home Address:** |  | | |
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|  | | |
| **Post Code:** |  | | |
| **Telephone Number:** |  | | |
| **Email:** |  | | |

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| **Right to work in the UK** |
| Prior to appointment you will be required to show a document confirming your right to work in the UK. This may be a P45, P60, birth certificate or other prescribed document. |
| Are there any restrictions on your right to work in the UK?  YES  NO  If ‘yes’, please specify: |

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| **References** | | |
| Please give the names and addresses of two people whom we may contact for a confidential assessment of your suitability for this job. One of these should be your most recent or current employer. | | |
| **Name, organisation, role, email & tel. no** | **Name, organisation role, email & tel.no** |

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| **Advertising and Publicity** |
| To allow us to manage our advertising and publicity campaigns effectively in the future, please tell us where you heard about this vacancy: |

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| **Data protection & privacy policy** | | | |
| In applying for this post I give consent to Light Up Learning to hold and process data which is relevant to the recruitment process. This includes sensitive personal data which will be stored for monitoring purposes.  LUL is committed to being transparent about all our privacy practices. We hold and process data in accordance with the General Data Protection Regulation 2018 (GDPR). The personal data collected on this form will be held securely and will only be used for administrative purposes.  A full explanation of all your rights in regard to personal information we hold about you can be found in our Privacy Policy – please email recruitment@lightuplearning.org for a copy, or view it on our website at <https://www.lightuplearning.org/privacy-policy>.  You have the right to request to see a copy of the information we hold about you and to request corrections or deletions of the information that is no longer required. If you have any questions concerning this form, or the information on it, please contact [recruitment@lightuplearning.org](mailto:recruitment@lightuplearning.org)  **If you are submitting your application by email please type your name below:** | | | |
| **Signature:** |  | **Date:** |  |

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| **PART A: DECLARATION** | | | |
| I declare that the information I have given in support of my application for employment, is to the best of my knowledge and belief, true and complete. I understand that, if it is subsequently discovered that any statement is false or misleading, or that I have withheld relevant information, my application may be disqualified or employment may be terminated.  **If you are submitting your application by email please type your name below:** | | | |
| **Signature** |  | **Date** |  |

**Please return the completed application form to:** [**recruitment@lightuplearning.org**](mailto:recruitment@lightuplearning.org) **by 23:59 Sunday 11 August 2019**

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| **PART B: APPLICATION** |

**Note: this section of the application form WILL be available to the Selection Panel.**

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| Education and vocational qualifications (add more rows if needed) | | | |
| School/University/College | Subject(s) | Qualification | Date Awarded |
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| --- | --- | --- |
| Your membership of professional bodies (add more rows if needed) | | |
| Name of Awarding Body/Institution | Class of Membership | Dates of membership |
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| --- | --- | --- |
| **Training courses attended (add more rows if needed)** | | |
| Course provider | Description of course (including main subjects covered) | Qualification (if relevant) and date awarded |
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| --- | --- | --- | --- |
| Current/most recent employer (add more rows if needed) | | | |
| Name and Address of Employer | Job Title | From | To |
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| Notice required (if applicable): | | | |
| Please give details of your present duties/responsibilities: | | | |

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| --- | --- | --- | --- |
| **Previous (relevant) employment: please list with most recent employed first (add more rows if needed)** | | | |
| From | To | Name and address of employer | Job title and summary of duties |
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| **Volunteering experience (add more rows if needed)** | | | |
| From | To | Organisation | Position held and summary of duties |
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| **Essential criteria** |
| To be considered for interview you must, as a **minimum** requirement, meet the essential criteria for the role as outlined in the job description.  Please set out how your knowledge, skills and experience are relevant to the post you have applied for, and what interested you about this particular role. Please refer to the criteria set out in the person specification and the key tasks, contained within the job description, to demonstrate clear links to where and how you gained the knowledge, skills and experience to undertake the role you are applying for: this should be no longer than two A4 pages. |
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**Before submitting, please ensure you have also completed our Equal Opportunities Monitoring Form. You can access this here: http://bit.ly/LULEqOpps**