# Guidance notes – Applicant Information Form

Please read these notes carefully **before** completing the application form.

1. Complete all sections of this form and the Applicant Statement Form.

2. **Please do not send your CV** as this will not be accepted in place of, or in addition to, completed application forms.

3. This form is used for administration purposes to track your application.

4. Completed application forms for **Human Resources and Compliance Manager** must be received by **24th December 2021.**

5. Send this completed application form parts by email to aurecruitment@c-r.org.

6. You will receive an email acknowledgement from us when we receive your application. If you have not heard from us within three working days of sending the application to us, please email aurecruitment@c-r.org. After shortlisting has taken place, you will be notified by email of the outcome of your application.

7. Upon receipt of your application you will receive a link via email inviting you to fill in our Diversity Monitoring Survey. Your answers to this are anonymous and are not linked to your application.

8. Interviews will be held in the week commencing **17th January 2022.**

9. It is not necessary to provide references at the application stage. We will request references from the successful candidate at the point of making an offer of employment.

10. It is our aim to appoint the best candidate for each vacancy. To do this fairly, we need all applicants to provide as much relevant information about themselves as possible. **This information should be based on the qualities listed in the job description and person specification**, which are regarded as essential to do the job. The recruitment panel cannot make any assumptions about your knowledge, skills and abilities.

11. Section 5 on the application form (your supporting statement) is the most important part of your application and should be used to tell us **why you are applying for the job** and how you think you meet **all the essential knowledge, skill and experience criteria** listed in the **person specification**. If you fail to do this you will not be shortlisted. Please illustrate your statement with examples drawn from your knowledge, experience, skills and achievements gained in past employment or other activities relevant to the job. **If you do use initials or acronyms please ensure you spell them out so we know what they mean. Please do not provide personal information within your personal statement where it is not relevant to your application.**

**Application Form**

Top of Form

|  |  |
| --- | --- |
| Post applied for | **Human Resources and Compliance Manager** |

Bottom of Form

**1) Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Surname |  | Title |  |
| Forenames |  | | |

**2) Declaration**

By my signature on this application, I hereby certify that the information that I have given to you on this form is correct to the best of my knowledge. I agree the information on this form may be used for registered purposes and storage under the Data Protection Act 1998.

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

**3)** **Education and Professional Qualifications**

|  |  |  |
| --- | --- | --- |
| Date | College/Institution/Professional Body (location) | Subjects and Qualification (including title of thesis/dissertation if applicable) |
|  |  |  |
|  |  |  |
|  |  |  |

**4) Training Courses Attended**

|  |  |
| --- | --- |
| Date | Course Title |
|  |  |

**5) Employment History**

Details of present or most recent employer

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Dates |  |
| Address |  | Position and final salary |  |
| Notice period |  |
| Brief description of main duties and responsibilities | |  | |
| Reason for seeking new employment | |  | |

|  |
| --- |
| **You must complete the section below on eligibility to work in Australia**  As this post is Australia based, applicants will require current and valid permission to work in Australia.  Please detail below your eligibility to work in the Australia (work permit status, type of visa, etc) – you will be required to produce evidence of your eligibility prior to commencing your employment with Conciliation Resources. |
| **Please highlight as appropriate**  I currently have the right to work in Australia Yes/No  I currently have a visa that provides me the right to work in Australia Yes/No  Other (Please give details) ………………………………………………………………. |
| If appointed, when will you be able to take up the position? |
|  |

Please give the details of your remaining employment history in reverse date order. (Most recent first)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Employer | Position and final salary | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**6) Knowledge of Languages**

|  |  |  |
| --- | --- | --- |
| Language | Level of fluency: Written | Level of fluency: Spoken |
| English  Other (please specify) |  |  |

**7) Supporting Statement**

|  |
| --- |
| **This is the most important part of your application.** Please use this section to tell us **why you are applying for the job** and how you think you meet **all the essential knowledge, skill and experience criteria** listed in the **person specification**. If you fail to do this you are unlikely to be shortlisted. Please illustrate your statement with examples drawn from your skills, knowledge and achievements gained in past employment or other activities **relevant to this particular role at Conciliation Resources.** If you do use initials or acronyms please ensure you spell them out so we know what they mean.  Please refrain from including personal information that is not relevant to your application. You do not need to include your name or contact details in this section.  Please continue on a separate sheet if necessary. **Please do not exceed 2 sides of A4, at a minimum font size of 10 pt.** |
|  |