

# APPLICATION FOR EMPLOYMENT- Head of Resources (2022)

* The deadline for applications is 9am on Monday the 20th of June 2022.
* Please email your completed application and equality forms to Ian Boa [Ian.Boa@iriss.org.uk](mailto:Ian.Boa@iriss.org.uk)
* Interviews will be held via Zoom on the 30th of June 2022.

### 1. PERSONAL DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Initial | Surname: | | |
|  | | | |
| Address: | | | |
|  | | | |
| Postcode: | | | E-mail: |
|  | | | |
| Tel No (Home): | | Tel No (Mobile): | Tel No (Work): |

|  |  |  |  |
| --- | --- | --- | --- |
| Do you have the right to take up employment in the UK? | Yes | No | Unsure |

|  |  |
| --- | --- |
| If appointed, when could you take up the post? |  |

|  |  |
| --- | --- |
| Are you able to attend the interview date(s)? |  |
| Are there any reasonable adjustments or arrangements you need to be able to attend at interview (online)? |  |

### 2. EMPLOYMENT HISTORY (begin with most recent)

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Position | Employer | Reason for leaving |
|  |  |  |  |
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|  |  |  |  |

### 3. EDUCATION AND TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| Dates | Institution | Subject(s) studied | Name of Award |
|  |  |  |  |

### 4. MEMBERSHIP OF PROFESSIONAL BODIES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates | Name of Professional Body | Status of M’ship | Level of M’ship | Membership No. |
|  |  |  |  |  |

**5. YOUR EXPERIENCE, SKILLS, AND QUALITIES**

Tell us about your experience, skills, and qualities and how they fit with the sections covering who we are looking for, skills and experience and knowledge for the Head of Resources Role. Please use examples from your work to support what you write. These should tell us what **you** did and the difference this made to the situation.

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**7. REFERENCES**

Please give details of two referees. The first must be your present or most recent employer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Referee | | |  | Second Referee | |
| Name | | |  | Name | |
| Designation | | |  | Designation | |
| Address | | |  | Address | |
| Postcode | | |  | Postcode | |
| E-mail | | Tel No |  | E-mail | Tel No |
|  |

**About your information**

Iriss will use the information you provide in this application pack for the purpose of processing your application and monitoring the recruitment process, and, if your application is successful, for the purpose of facilitating your employment with Iriss.  If your application is successful, Iriss may be required to share some of the information you provide with statutory bodies including the Department of Work and Pensions.

The information you provide in this pack will be stored securely and will not be retained longer than necessary. Unsuccessful applications will not normally be kept for longer than six months. You have a right to access the information that Iriss holds on you.  If you would like to do this, please get in touch. Please see our Privacy Policy for more details: [www.iriss.org.uk/privacy-policy](https://www.iriss.org.uk/privacy-policy).

### DECLARATION

I declare that the information on this Application for Employment is both accurate and truthful.

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