**Active Lincolnshire – Application form**

Thank you for your interest in working with Active Lincolnshire. Our selection process is based on your completed application form, so please ensure you complete every section and refer to the job description and person specification within your answers. We want to understand how your experience, commitment and ways of working align with the charity and the role you are applying for.

In line with our equal opportunities policy and commitment to zero discrimination, the panel shortlisting candidates do not have access to this front page or any other personal candidate details when scoring applications.

|  |
| --- |
| **Position applied for:** |

|  |  |  |
| --- | --- | --- |
| **Personal Details** | | |
| **Family name / Surname** | | **Given name(s) / First name(s)** |
| **Address and postcode** |  |  |
| **Contact number** |  | |
| **Email** |  | |
| **National insurance number** |  | |

|  |
| --- |
| **Declaration** |
| I confirm that to the best of my knowledge and belief the information I have given in support of my application is correct, and I understand that any misleading statement or deliberate omission may result in my dismissal and a claim for damages.  **Privacy Notice**  I have read the Active Lincolnshire privacy notice for job applicants and consent to the information contained in this form, and any other information received by or on behalf of the organisation relating to my application, being processed by Active Lincolnshire in administering the recruitment process and to assist with the prevention and detection of fraud.  **Signature: Date:** |

|  |
| --- |
| **Personal statement** |
| Please use this section to detail your relevant experience, skills and capabilities for the post. You should use the job description and person specification for the post you are applying for and provide examples. Your statement should be no longer than two pages. |

|  |
| --- |
|  |
|  |

|  |  |
| --- | --- |
| P**rofessional experience** | |
| **Current or most recent job** | |
| Position held |  |
| Employer / organisation name |  |
| Dates of employment |  |
| Details of responsibilities and achievements |  |
| Current or last reward package |  |
| **Previous employment** *(Starting with the most recent). More rows can be added.* | |
| **Position held** |  |
| Employer / organisation name |  |
| Dates of employment |  |
| Details of responsibilities and achievements |  |
| Reward package |  |
| **Position held** |  |
| Employer / organisation name |  |
| Dates of employment |  |
| Details of responsibilities and achievements |  |
| Reward package |  |
| **Position held** |  |
| Employer / organisation name |  |
| Dates of employment |  |
| Details of responsibilities and achievements |  |
| Reward package |  |

|  |
| --- |
| **Our values** |
| Active Lincolnshire is a values-based organisation. Please explain in a short paragraph / a few sentences how your lived and professional experience aligns to these values and include example/s. |
| IntegrityWe respect the views and needs of everyone we work with and for, building relationships on trust, accountability and transparency. |
|  |
| **Collaboration** We actively seek mutually beneficial, meaningful cross-sector partnerships |
|  |
| **Inclusivity** We support everyone to be more physically active, regardless of culture, religion, age, race, sex, sexual orientation or disability and take a zero-tolerance approach to discrimination across our organisation |
|  |
| **Innovation** We embrace expertise, agility and creativity to make a quick and efficient difference to local needs |
|  |
| **Learning** We commit to a learning culture and insight driven practices to develop our people, progress our work and share insight with partners |
|  |

|  |  |  |
| --- | --- | --- |
| **Education**  Starting with the most recent, provide details about your education qualifications. Additional rows can be added if required. | | |
| **School /college/university** | **Qualifications - subject and grade** | **Date of qualification** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Training and professional qualifications**  Starting with most recent, provide details of other courses or training relevant to this post, in which you have taken part or attended in the last five years. Please also detail membership of any professional bodies. | | |
| **Training provider / membership body**  (i.e. in-house, external body, professional association, or institute) | **Brief details of course / training / membership** | **Date(s)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Essential information** | |
| We are committed to the employment and career development of people with disabilities. As part of this commitment, all applicants with disabilities covered by the Equality Act 2010 who meet the criteria for this role (please refer to the job description and person specification document) will be guaranteed an interview.  If you are disabled, whether you are applying under the scheme or not, we will ask you to let us know if you need any specific arrangements / adjustments at each stage of the selection process. | |
| Do you wish to apply under this scheme? | Yes / No |
| Do you have the right to work in the UK? | Yes / No |
| Please also state what documentation you can provide to evidence this, i.e. British passport / current document issued by the Home Office.  Please ensure this documentation is available when requested. |  |

|  |  |
| --- | --- |
| **References**  Please give the names and contact details of two referees whom we can contact to provide information in support of your application. One of these should be your current employer; if you are not in employment, please supply the name of your most recent employer or an academic reference (e.g. tutor or teacher).  Please indicate below whether references may be taken up prior to an offer of employment being made and accepted and ensure that your referees are aware of this application. | |
| **Current/last employment** | **Previous employment** |

|  |  |
| --- | --- |
| Name of first referee: | Name of second referee: |
|  |  |
| Their job title: | Their job title: |
|  |  |
| Their relationship to you: | Their relationship to you: |
|  |  |
| Organisation name and address | Organisation name and address |
|  |  |
| Postcode: | Postcode: |
| Email: | Email: |
| Telephone: | Telephone: |
| Can the referee be contacted prior to offer being made?  Yes / No | Can the referee be contacted prior to offer being made?    Yes / No |

**Please return your completed application form to** **Amy@AppointConsulting.co.uk**.