APPLICATION FORM

All sections of this application form should be completed accurately and returned to the HR Team, by email to HR.Admin@valuationtribunal.gov.uk.

 Please continue on a separate sheet if necessary, for any part of your application.

The closing date for applications is **23.55 on Sunday 24 July 2022**

# SECTION 1 - PERSONAL DETAILS

# Title

# Surname

**First Name(s)**

**Address**

**Telephone numbers:**

**Day**

**Home**

**Mobile**

 **Home e-mail address (if applicable)**

**SECTION 2 - PERSON SPECIFICATION**

Please tell us how you demonstrate the skills set out in the person specification on pages 9 & 10 of the Information/Application Pack. You may wish to use examples from your career, voluntary, community or unpaid work.

**Key Criteria:**

|  |
| --- |
| * **Provide details of your range of experience of dealing successfully with issues whilst working in an HR and Training environment. Include any evidence of how your professional training or knowledge assisted you in doing so.**
 |
| * **Tell us about your prior experience of dealing with payroll and pensions administration.**
 |
| * **Provide an example of a challenging HR issue where your personal interventions have resulted in a successful conclusion.**
* **Identify any experience you have of operating successfully in a training environment**
 |
| * **What is your experience of working speedily to meet regular deadlines which adhere to quality and service standards?**
* **Give examples of where you have developed and used HR & Training systems and other computer programmes to produce information and what successful changes or outcomes did this information lead to?**
 |

|  |
| --- |
| * **What attracts you to this post. Please identify if your preference is for full time or part-time?**
 |

**SECTION 3 - OTHER INFORMATION**

|  |
| --- |
| * **Please give details of essential training you have received or essential continuous professional development you have undertaken in the last 5 years.**

 |

##### Please list any post-16 academic or professional qualifications which you hold

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject(s) | Date Obtained | Institution/Awarding Body | Level(e.g. A level, degree) | Pass/Fail & Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Continue on a separate sheet as necessary.**

**Please note it is our policy always to check relevant qualifications**

**Employment History**

***(Please detail any gaps in employment history)***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer – name and address | Dates | Role & key responsibilities | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Continue on a separate sheet as required***

**Where did you see the role advertised** ........................................................

**Notice period required by current employer** ........................................................

**Current salary** ........................................................

**SECTION 4 – OTHER RELEVANT INFORMATION**

Any employee could find that matters or incidents, which previously attracted no attention, could become matters of public interest once the person concerned holds such a post.

Please answer the following questions by ticking the appropriate box.

 Have you:

 ***Yes No***

1. been convicted of any offences (other than minor motoring

 offences) which are not spent in accordance with the

 Rehabilitation of Offenders Act 1974 in the UK or abroad;

1. been charged with any offence which is still pending;

 (3) become bankrupt over the past 10 years;

1. been dismissed from any office or employment over the

past 10 years;

 (5) ever been disqualified from either acting as a Company

 Director or in the management of a Company;

(6) ever been a Director, Partner or Manager of a Company

 into liquidation, receivership or administration;

 (7) any other information which you would consider relevant

 to an assessment of your suitability for this post;

 for example business interests or personal relationships,

 which may lead to an allegation of conflict of interest.

Please provide details on a separate sheet, if you answer “yes” to any of the above questions. Please note: a “yes” answer to any of the questions (1) to (7) above will not necessarily disqualify a candidate for this position. Each case will be treated on its merits. However, failure to disclose relevant information may result in the appointment being summarily terminated.

 **SECTION 5 – DECLARATION & SIGNATURE**

 I declare that the information I have provided is true and accurate. I understand that false or misleading statements or deliberate omissions may be regarded as grounds for withdrawal of any offer or, after I have started employment with the VTS, possible dismissal without notice. I agree that the information given on this form may be processed in accordance with the data protection legislation for the purposes of recruitment and selection and any subsequent appointment process.

 Signed:

 Name (in block letters):

 Date:

**APPLICATION FORM CHECKLIST**

*Please use this checklist to ensure you have completed every section and included everything to allow your application to be assessed.*

**Section Completed – please tick**

Personal Detail - section 1 [ ]

*Your basic personal details*

Person Specification - section 2 [ ]

*Your skills, experience and how you meet the job requirements*

Other information - section 3 [ ]

*Anything relevant to your application that you’ve not included*

*under section 2, what attracts you to the role, relevant training/CPD*

*in last 5 years, your qualifications post-16.*

Other relevant information - section 4 [ ]

*Integrity section detailing criminal convictions, solvency etc.*

Declaration and signature – section 5 [ ]