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| IES Ref. no. HLDJAN24 |
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# Confidential Application Form

*Appointments will be subject to a report from the Disclosure and Barring Service (DBS) or Disclosure Scotland.*

If you wish to review how we handle and protect your personal data, please review our [applicant privacy policy](https://www.employment-studies.co.uk/vacancies/job-applicant-privacy-policy).

This form should be completed and returned to: **careers@employment-studies.co.uk** or posted to  
Careers, Institute for Employment Studies, City Gate, 185 Dyke Road, Brighton, BN3 1TL. Tel. 01273 763456

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| Post and/or team applied for | **Head of Learning & Development** |
| Job reference number: **HLDJAN24 (for IES’ use only)** | **Unique candidate reference number:**  Please provide the first two letters of your forename and surname above (e.g **JO, SM** for John Smith) |
| How did you hear of this vacancy? | Jobs.ac.uk Evenbreak  Personal contact LinkedIn  Twitter Charity Job  HR Ninja Other (please specify) |
| Please indicate if you have previously: been employed by IES if so, when:  applied to work at IES if so, when: | |
| When would you be available to take up the post? | |

## Education, qualifications and training

Please give below details of your secondary and higher education, commencing with most recent results*. Please state the subjects studied and final grade achieved for all qualifications gained. Please also state any further professional qualifications/training including membership of professional bodies and short courses undertaken.*

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| --- | --- | --- | --- |
| Institutions | Dates | | Subjects/Results/Qualifications |
| From | To |
|  |  |  |  |
|  |  |  |  |
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## Employment history

Start with most **recent** or **current** employment, and continue on a separate sheet, if necessary, to give details of all previous jobs held.

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| --- | --- | --- | --- |
| Dates of employment (month/year) | |  | |
| Name of employer | |  | |
| Position held | |  | |
| Duties/responsibilities: | | | |
| Salary (inc. weighting) |  | Reason for leaving |  |

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| --- | --- | --- | --- |
| Dates of employment (month/year) | |  | |
| Name of employer | |  | |
| Position held | |  | |
| Duties/responsibilities: | | | |
| Salary (inc. weighting) |  | Reason for leaving |  |

## Software and computing skills

Please indicate which term best describes your familiarity with the following computer packages:

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| --- | --- | --- | --- | --- |
|  | none | familiar | very familiar | proficient |
| **Word** |  |  |  |  |
| **Excel** |  |  |  |  |
| **Powerpoint** |  |  |  |  |
| **Other (please state)** |  |  |  |  |

## Research skills

**Please provide *succinct* examples of your experience for each of the types of activities listed below.**

You may find it helpful to use the **STAR** framework to structure each response. For each item:

* Start by briefly describing the **Situation** or context.
* Outline the **Task**(s) you were required to undertake.
* Tell us what **Action** you took (ie describe the process of what you did and *why* you did it).
* State the **Results** you achieved, being clear what your individual contribution was, and whether results met initial targets or expectations.

**1) Your knowledge and experience of latest learning and development tools and technologies.**

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**2) Your experience in designing and delivering innovative and engaging training programmes.**

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**3) Your knowledge and experience of collective employee voice – trade unions and employee forums.**

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**4) Your experience in managing projects and relationships with clients.**

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**5) Your experience in identifying opportunities to develop new training content and actively promoting services to potential delegates.**

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## Supporting statement

Please use this space, and a continuation sheet if necessary, to:

* say which areas of IPA’s and IES’ work interest you most and why;
* say why you are interested in the post; and
* provide any other information you feel is relevant to your application. Please do **NOT** enclose a CV.

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## References

Please give names and addresses of two referees. One should be your present or previous employer. We will not approach your employer without your permission.

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| --- | --- | --- | --- | --- |
| Name | |  | | |
| Position | |  | | |
| Organisation | |  | | |
| Address: | | | | |
| Post code: | | | Email: | |
| Tel. no. |  | | May they be contacted immediately? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | |  | | |
| Position | |  | | |
| Organisation | |  | | |
| Address: | | | | |
| Post code: | | | Email: | |
| Tel. no. |  | | May they be contacted immediately? |  |

## Declaration

The information I have provided is, to the best of my knowledge, a true and accurate record.

Signed: **(Please only provide the same initials as above, e.g. JO,SM)** …………………….….Date……..………………

Please note that in the absence of this signature the emailing of this application constitutes your personal certification that the details are correct.

**Return this form and an accompanying equal opportunities form (downloaded from the IES vacancy page) to:** [careers@employment-studies.co.uk](mailto:careers@employment-studies.co.uk)

**Data Protection:** By providing the information contained within this application form, you are consenting to its use for the purpose of processing your application, assisting in the assessment of your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment procedures. Should you be unsuccessful in the selection process, records will be kept for up to six months and then destroyed by shredding; electronic copies will be purged from the system.

**IES seeks to be an equal opportunities employer**

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