

# 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](#).

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

Post and/or team applied for	<b>Principal Research Fellow – impact evaluation</b>		
Job reference number: <b>PRFMAY22</b> (for IES' use only)	<b>Unique candidate reference number:</b> Please provide the first two letters of your forename and surname above (e.g <b>JO, SM</b> for John Smith)		
How did you hear of this vacancy?	<input type="checkbox"/> Jobs.ac.uk	<input type="checkbox"/> Evenbreak	<input type="checkbox"/> Other (please specify)
	<input type="checkbox"/> Personal contact		
	<input type="checkbox"/> Twitter		
	<input type="checkbox"/> LinkedIn		
Please indicate if you have previously: been employed by IES <input type="checkbox"/> if so, when: applied to work at IES <input type="checkbox"/> 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.*

Institutions	Dates		Subjects/Results/Qualifications
	From	To	

## 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.

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

	none	familiar	very familiar	proficient
Word				
Excel				
Powerpoint				
SPSS				
Stata				
Stata programming				
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 (eg what the project was about, its size, duration and any funding, and your designated role).
- Outline the **Task(s)** you were required to do including resources used, constraints or deadlines involved.
- 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 experience of designing and/or delivering quantitative, counterfactual impact and/or economic evaluations or research (please include topic, scale of project, techniques used and data sources).**

**2) Project management experience (please include scale and types of projects managed and size of project teams).**

**3) Developing research proposals and/or securing external funding (please state name of funder, value of each project won and role in proposal writing).**

**4) Line management experience and/or experience of supporting staff development.**

**5) Achieving impact through dissemination (please cover form of dissemination and audience).**

### **Supporting statement**

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

- say which areas of 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.

Name			
Position			
Organisation			
Address:			
Post code:		Email:	
Tel. no.		May he/she be contacted immediately?	

Name			
Position			
Organisation			
Address:			
Post code:		Email:	
Tel. no.		May he/she 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) or post to:

Careers, IES, City Gate, 185 Dyke Road, Brighton BN3 1TL

We will only acknowledge receipt of completed postal applications where a stamped addressed envelope is enclosed for this purpose.

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**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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**The Institute for Employment Studies is a Disability Confident Employer**

