|  |
| --- |
| colorlogoIES Ref. no. PSOAUG22 |

# 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 in **BLACK** 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 | **Project Support Officer** |
| Job reference number: **PSOAUG22 (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? | Sussex University  Brighton University  Indeed  LinkedIn  Personal contact  Evenbreak  Twitter  Surrey University  Charity Job |
| 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.*

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |  |
| Microsoft Teams |  |  |  |  |
| Other Microsoft products (eg Lists, Sharepoint) |  |  |  |  |
| Internal / external websites |  |  |  |  |
| Survey design software |  |  |  |  |

## Supporting statement

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

* describe how your experience/skills fit this post, in particular how you match the person specification;
* say why you are interested in the post; and
* provide any other information you feel is relevant to your application.

|  |
| --- |
|  |

## 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 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.

**Graphical user interface, text, application

Description automatically generatedData 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**

**©**Institute for Employment Studies, City Gate, 185 Dyke Road, Brighton BN3 1TL

IES is a charitable company limited by guarantee. Registered charity no. 258390

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