

# 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 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 763421

Post applied for (Junior / Senior HR Researcher)?	
How did you hear of this vacancy?	<input type="checkbox"/> University Careers website (please specify which one) ..... <input type="checkbox"/> LinkedIn <input type="checkbox"/> Twitter <input type="checkbox"/> Timewise <input type="checkbox"/> Careers fair <input type="checkbox"/> Personal contact <input type="checkbox"/> The Guardian <input type="checkbox"/> SimplyHRJobs.co.uk <input type="checkbox"/> Networking group (please specify which one) .....
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:

## Your personal details

Surname		Forename(s)	
Address:		Postcode:	
When would you be available to take up the post?			
Tel. no.: (private)		Tel. no.: (business)	
Mobile:		May we contact you on the business number?	
Email:			
Nationality		Do you require a UK work permit?	

## 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. Where you have research/consultancy experience relevant to the post you are applying for, please describe this.

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

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

## Research and HR skills

**1) Working with HR clients, or similar, to support, lead or deliver commissioned research or consultancy projects to quality, time and budget.**

Please give a description of your contribution to the work including information on client requirements, the project outcomes, your contact and communications with the client and any engagement with other stakeholders or employees. Please use a continuation sheet if necessary.

**2) Involvement in preparing or developing research or consultancy proposals (for the more senior role, please include details on seeking of external or other funding).** Please describe the aims of the work, what factors informed your decisions on the most suitable approach or methodology to propose, and how you made sure the proposal met needs and expectations.

**3) 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, and demonstrates your experience in relation to each of the requirements set out in the job description. 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: ..... (type, if submitting electronically) 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 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.

**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.

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