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Description automatically generated

**Application Form Membership and Engagement Lead (temporary position)**

Closing Date: **8am on 19th August 2024**

Proposed Interview Date: 29th August 2024

When you have completed the form, please save it, and send it, marked confidential to Lesley at [lesley.day@ldengland.org.uk](mailto:lesley.day@ldengland.org.uk)

You should receive a confirmation to the email address you have given.    
  
If you have any questions or you have not received a confirmation, please contact Lesley on [lesley.day@ldengland.org.uk](mailto:lesley.day@LDEngland.org.uk)

If you have questions about the position, or would like a conversation about the role, please contact [samantha.clark@ldengland.org.uk](mailto:samantha.clark@ldengland.org.uk)

**SECTION A**

In this section we need you to give us specific information in support of your application and tell us why you think you are the best candidate for the role.

Please refer to the PERSON SPECIFICATION (included in the job pack) to see what we are looking for in your answers and demonstrate how your skills, knowledge and experience meet the criteria.  
Please do not exceed 800 words in your statement (this is approximately 2 pages of A4 at 12-point font)

**1 PERSONAL STATEMENT**

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| --- |
|  |

**2 Why I want this job**

Please explain why you are applying for this job and why you would like to work with Learning Disability England. Please write in plain English. This means writing clearly, without using complicated language or jargon.

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|  |

**3 Education and Qualifications (Please add extra rows if needed)**

Please tell us about your education and qualifications.  
We would like the date and place you studied, and any qualifications gained, including results

|  |  |  |
| --- | --- | --- |
| Establishment | Dates Attended | Qualifications Gained & Grade |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**4 Employment History (Please add extra rows if needed)**

Please provide a complete record of employment starting with the most recent. Include voluntary work and any other relevant experience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Dates Worked There | Employer / Company | Job Title | Main Duties | Reason for Leaving |
|  |  |  |  |  |
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**5 Training**

Please tell us about any training that you have undertaken that may be relevant to the role.  
Please include the course title / topic, the duration of the training and the date the training was completed

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| --- | --- | --- | --- |
| Course Name / Topic | Date | Duration | Qualification Gained |
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SECTION B

**This section will not be given to the short-listing panel but will be detached**

|  |  |
| --- | --- |
| **Application for the post of:** | **For office use only** |

**Personal Details**

|  |  |
| --- | --- |
| Surname | Forename(s) |
| Title Ms/Mr/Dr/Professor/other | Date of Birth |
| Home address | |
| Daytime telephone number | Evening telephone number |
| E-mail address | |

Where did you see this advertisement? …………………………………………..…

I confirm to the best of my knowledge all the information I have given is correct.

Signature…………………………………………….

Date………………………….

**7 References**

Please give the name, address, email address and contact phone number of two people who will give you a reference.  
  
One should be your current (or most recent) employer.  
  
The other can be a character reference from someone who has known you for more than three years. This should not be a friend or member of your family.

Referee One

|  |  |
| --- | --- |
| Full Name |  |
| Address including postcode |  |
| Job Title |  |
| Email address |  |
| Phone number |  |

Referee Two

|  |  |
| --- | --- |
| Full Name |  |
| Address including postcode |  |
| Job Title |  |
| Email address |  |
| Phone number |  |

8 We have a legal obligation to ensure that all staff have the right to work in the UK. Therefore, any offer of employment will be subject to the provision of documentary evidence to demonstrate that the successful candidate is entitled to work in the UK.

□ I confirm that I am entitled to live and work in the United Kingdom.

9 I understand that, to the best of my knowledge, all the information given by me on this application form is complete and true, I understand that, if I have made any false statement or have deliberately omitted any information or if any information I have given is misleading in any way, this may be sufficient cause for the rejection of my application or, if I am already employed by Learning Disability England, for dismissal without notice.

□ I understand

10 Please type in your name. Submitting your application is confirmation of the content.

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11

Your data – The information contained in this application form will be used by Learning Disability England for the purpose of processing your application, assessing your performance in the future (should your application be successful) and monitoring the efficiency of our recruitment and other employment processes.

□ I agree

Please email your completed form/s to [lesley.day@ldengland.org.uk](mailto:lesley.day@LDEngland.org.uk)

Closing Date: **8am on 19th August 2024**

Once we have shortlisted the candidates, we will let all applicants know via email whether or not they have been successful in this stage of the application process.

**Please send us the monitoring form separately. You will find the form** [**here**](https://www.learningdisabilityengland.org.uk/wp-content/uploads/2024/07/Equality-and-Diversity-Monitoring-Form.docx)