**CONFIDENTIAL application form for**

**People Manager**

Please complete all sections as fully as possible. To start typing in a box, click the grey highlighted area. All boxes will expand as you type. Click to add rows.

**Why are we asking you to fill in a form, and why won’t we take CVs?**

Application forms allow us to ask every applicant for the same information. The questions and evidence we ask for are based on the person specification in the job description, and we select candidates for interview based on the examples and evidence you give us in this form. **The people who read your application will not see your name, age, gender, or any other personally identifiable information.**

**How to fill in this form**

Please complete all sections 1 to 4 as fully as possible. You must complete ALL questions in section 2 **and** the supporting statement to be considered for interview. To start typing in a box, click the grey highlighted area. All boxes will expand as you type. Click insert to add rows.

**Please let us know if you need this application form in a different format.**

|  |  |
| --- | --- |
| **Education (with establishments)** | **Academic qualifications**  **(with subject and level obtained)** |
|  |  |
| **Professional qualifications: Qualification and where obtained** | |
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| --- | --- | --- | --- |
| **Current or most recent employment** Employer’s name and address | **Post and duties** | **From** | **To** |
|  |  |  |  |
| **Period of notice required from current employment** | | | |
|  | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous employment (most recent first)** | | | |
| **Employer’s name and address** | **Post and duties** | **From** | **To** |
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| ***EXAMPLE:***  ***Experience of managing or supporting volunteers*** | |
| *In my current role, I am responsible for working with the team managers to coordinate volunteers’ tasks and ensure all volunteers have carried out the training they need before they start with us. I regularly liaise with the team mangers to assess the volunteers’ and the teams’ needs and keep a log on our HR software of the training they have received.* | |
| **Essential criteria** | |
| GCSE English and Mathematics (or equivalent) | Please list in the qualifications section. Proof of qualifications will be requested on appointment. |
| **CIPD qualification Level 5 (or equivalent)** | |
|  | |
| **Knowledge of employment law** | |
|  | |
| **Experience of working in an HR role** | |
|  | |
| **Experience of managing HR records** | |
|  | |
| **Experience of managing or supporting volunteers** | |
|  | |
| **Ability to discuss confidential and sensitive issues with empathy, confidence and professionalism** | |
|  | |
| **Excellent interpersonal skills** | |
|  | |
| **Good IT skills, including using HR software** | |
|  | |
| **Can-do attitude, with good problem-solving skills** | |
|  | |
| **Commitment to promoting equity, putting people first, and reviewing and changing HR systems and structures to support this** | |
|  | |
| **Right to work in the UK** | We will ask shortlisted candidates to bring proof of their right to work to the interview. |
| **4. Desirable criteria** | |
| Knowledge of GDPR as it relates to HR |  |
| Experience of managing or supporting volunteers |  |
| Experience of coaching and guiding managers through HR issues |  |
| Proven experience of working at both operational and strategic level |  |
| Experience within similar industry |  |
| Stand-alone experience |  |
| Full clean driving licence | Yes/No |

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| **Supporting statement: Please tell us why you want this job.** |
| Please include why you are interested in **supporting the work of Sobell House Hospice Charity**, our mission, vision and values |
|  |

**SEE NEXT PAGE FOR CONTACT DETAILS AND REFERENCES**

**If you are sending a hard copy, please ensure the details below are on a separate page to the rest of your form.**

|  |  |
| --- | --- |
| **Contact details**  Name:  Address:  Email Address:  Contact telephone number: | |
| **Referees**  Please give the name and addresses of two other referees (who should not be related to you) who can provide information about your professional career. | |
| **First referee**  Name:  Address:  Telephone:  Email: | **Second referee**  Name:  Address:  Telephone:  Email: |
| **Declaration:** I confirm that to the best of my knowledge, the information in this form is true and correct and can be treated as part of any subsequent Contract of Employment. I accept that providing deliberately false information could result in my dismissal. I confirm that I have the right to work in the UK and understand that I will be asked to bring original documents to prove this right if I am called for interview.  Signed       Date | |

**Closing date for applications is 5pm 15 July 2022**

**Please email your completed application forms (including the rehabilitation of offenders form) to** [**recruitment@sobellhospice.org**](mailto:recruitment@sobellhospice.org)

**We *aim* to hold interviews during the week beginning 18 July 2022**

**Please tell us if you need us to make adjustments to help you attend the interview. We will pay reasonable expenses (capped at £50) where interviews are held face-to-face. Please let us know if you need the application form in a different format.**

**Information on documents to bring for right to work checks:** <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>