

**APPLICATION FORM – IN CONFIDENCE**

Post: **HIV Data Website Project Manager**

Completed application forms to be returned by: **11am on Friday 15 March.**

Interviews are scheduled to be held on **Thursday 21 March**. Please ensure you are available on that day. If you cannot be available on that day, please state this in your application. We will endeavour to accommodate but cannot guarantee this.

**PLEASE NOTE: Only the information given in this application will be considered in determining whether or not you will be called to interview. Please specifically address the appointment criteria on the person specification. CVs will not be considered.**

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| **PERSONAL DETAILS** |
| **Title** |  | **Family Name** |  |
| **First Names** |  |
| **Address** |  |
|  |
| **Home Telephone** |  | **May we contact you there?** | **Yes / No** |
| **Mobile Telephone** |  | **May we contact you there?** | **Yes / No** |
| **Email Address** |  | **May we contact you by email?** | **Yes / No** |
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| **Are there any restrictions on you seeking employment in this country**  | **Yes / No** |
| **If so, please give details** |  |
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| **Are you a registered disabled person** | **Yes / No** |
| **If so, please state registration number and expiry date:**  |  |
| **If you have any special requirements, please state:** |  |
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| **How did you learn about this vacancy?** |  |
| **EDUCATION AND TRAINING** |
| **Please list your qualifications, dates passed and courses undertaken:** |
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| **PRESENT OR LAST EMPLOYMENT** |
| **Employers name and address:** |  |
| **Post held:** |  |
| **Date commenced (and left, if applicable):** |  |
| **Please give a brief description of your duties and responsibilities:** |
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| **PREVIOUS EMPLOYMENT** |
| **Please give details of previous paid and voluntary employment. For each job, detail employer, dates of employment and main duties undertaken.** |
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| **SUPPORTING INFORMATION** |
| **Please detail how you meet each of the 13 essential competencies listed on the person specification for this post and any information that you can provide that relates to the 4 desirable competencies.** **Please address each point of the person specification in turn, numbering your responses, demonstrating how you meet it with examples from work, voluntary or life experience.****Max number of words: 2,500.** **Note: You will not be penalised if you provide sufficient evidence of your skills and experience in fewer words.**  |
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| **Continue on additional sheets, but please be concise** |
| **REFERENCES** |
| **Please give the name and address of two referees who can comment on your suitability for this post, one of whom should be your current or most recent employer:** |
| **Referee 1** | **Referee 2** |
| **Name:** |  | **Name:** |  |
| **Position:** |  | **Position:** |  |
| **Address:** |  | **Address:** |  |
| **Tel:** |  | **Tel:** |  |
| **In what capacity does this person know you?** | **In what capacity does this person know you?** |
|  |  |
| **References will not be taken up until after the interview stage.** |
| **If appointed, when could you take up the post? Note: our ideal candidate would be available to start immediately.**  |
|  |
| **DECLARATION** |
| **I declare that the information given in this application is complete and accurate:** |
| **Signed:** | **Date:** |
|  |
| Please return this form to via email to: jobs@nam.org.uk |
|  |