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Application Form

Post: Head of Business Services

Vacancy Reference: HOBS/0422

Notes: Please read before completing the application form

Applicants should submit this form only, supplementary material such as CV’s will not be accepted.

You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the personnel specification.

Please return the completed application form by email to diane.johnston @homelessconnect.org

To be considered your completed application form must be returned no later than 12 noon, Monday 25th April 2022.

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| --- | --- | --- | --- |
| **Personal details** | | | |
| **Surname** | **Forename** | | **Title: (Mr/Mrs/Ms/Miss/Dr)** |
| **Address for Correspondence:**  **Postcode:** | | **Contact**  (Please provide a number at which you can be contacted in relation to your application)  **Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Mobile:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| --- | --- | --- | --- |
| Education and Qualifications (if applicable) | | | |
| **Secondary level and further and higher education** | | | |
| Dates | | Type of School e.g. Grammar, Secondary etc) | **Qualifications: subjects, grades / classifications** |
| From | To |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Other professional qualifications (if applicable) | | |
| Date | Course | Qualifications |
|  |  |  |
| Membership of professional institutions / associations | | |

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| --- | --- | --- |
| Training courses attended (if applicable) | | |
| Date | Course | Training Organisation |
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| Employment history |

This section should contain an outline of your career in the last ten years, starting with your current, most recent employment. Please continue on a separate sheet if required.

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| --- | --- | --- | --- | --- | --- |
| **Employer Name and Nature of Organisation** | **Position Held** | Dates (Month and Year) | | **Career Narrative**  (key duties and responsibilities) | **Reason employment ended** |
|  |  | From | To |  |  |
| **Volunteering history** | | | | | |
| **Employer Name and Nature of Organisation** | **Position Held** | **Dates**  (Month and Year) | | **Description of volunteering duties** | **Reason volunteering ended** |
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| References |

Please give the names and addresses of two referees, who are not related to you and know you in a work-related capacity. Referees will not be contacted until a provisional offer is made.

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| --- | --- | --- |
| **Name:** | **Job Title:** | |
| **Address:**  Postcode: | | |
| **Telephone Number:** | | **Email:** |

|  |  |  |
| --- | --- | --- |
| **Name:** | **Job Title:** | |
| **Address:** | | |
| **Telephone Number:** | | **Email:** |

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| Interview arrangements |

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| Please provide details of any special arrangements in relation to either communications or access which you may require at interview? |

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| Additional Information |

|  |  |
| --- | --- |
| **Current / most recent salary:** | |
| **Length of Notice required from current employer** |  |

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| --- |
| Do you have any criminal convictions? Yes  No  If yes please provide details of any convictions below |
| Do you currently hold a full driving license? Yes  No |
| Information for sifting purposes |

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| In this section you are asked to **demonstrate** how you meet the essential and desirable criteria (as set out in the personnel specification) **in no more than 500 words per question**. **Please outline your experience and give examples.** |

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| **Essential criteria**   1. Degree or higher qualification in a relevant discipline e.g. business administration, accounting, HR 2. At least 3 years’ experience of working at a senior management /leadership level within an organisation 3. Demonstrated experience of business planning, budget preparation and financial analysis 4. Demonstrated experience of successfully managing a HR function including policies and procedures 5. Understanding of good governance and experience of servicing a Board of Directors      1. Background in operations within the statutory or third sector 2. Excellent interpersonal skills and collaborative management style 3. Working knowledge of IT/Business infrastructure and MS Office   **Desirable criteria**   1. Masters qualification in Business Administration (MBA) 2. Demonstrated knowledge of legal compliance in the voluntary and/or social enterprise sector 3. Accounting knowledge 4. Understanding of homelessness, poverty, and the current challenges 5. Experience of managing contracts |

The statements given by me on this application are to the best of my knowledge and belief true. I understand that deliberate falsification of information may prejudice my application or lead to an offer of appointment being withdrawn.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_