Please complete all sections clearly using the boxes provided, using additional sheets if required. All information will be treated as strictly confidential. Please return completed application form via email to[amira.rady@ilpa.org.uk](mailto:amira.rady@ilpa.org.uk) by midnight on Tuesday 16th August 2022.

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| Application for the post of: | Membership and Digital Manager |

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| **PERSONAL DETAILS** | | | |
| Full name |  | Address (including Postcode) |  |
| Email Address |  | Phone number |  |

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| **EDUCATION**  *Please list your educational qualifications. Please do not include the name of the institution.* | |
| **Date From – To** | **Course Title and Qualification** |
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| **TRAINING**  *Please list any relevant training that you have undertaken including in-house training.* | | |
| **Date From – To** | **Training Provider** | **Course Title and Qualification (where appropriate)** |
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| **EMPLOYMENT HISTORY**  *Please include all work including part-time, casual and voluntary. Complete in chronological order starting with your current or most recent position.* | | | |
| **Date From - To** | **Name of Employer** | **Title of post held and brief description of duties** | **Salary on leaving** |
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| **SUPPORTING STATEMENT**  In this section please outline **your suitability for the role.** Please ensure that you address **all the essential points on the person specification**, as well as any of the desirable points that you fulfil. Please **give examples** of when you have used these skills/knowledge in a professional capacity.  Please bear in mind that we will mark your application against the points on the person specification so you should prioritise covering these points.  **Please try to write no more than two A4 pages.** |
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| **REFERENCES**  Please provide details for two people who can verify your suitability for this post, one of whom MUST be your current or most recent employer. We will only follow up references if you are offered a position. | | |
|  | **First Referee** | **Second Referee** |
| Name |  |  |
| Address |  |  |
| Telephone |  |  |
| Email |  |  |
| In what capacity is the  referee known to you? |  |  |

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| **OTHER INFORMATION** | |
| Would you be interested in a job share? Yes / No. If yes, please provide some basic details. |  |
| Please indicate how soon you could take up employment if an offer were made |  |
| Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of [Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf) |  |
| Where did you see this position advertised? |  |
| Are you an ILPA member? Yes / No. |  |
| Do we need to make any reasonable adjustments to accommodate you at interview? |  |

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| **DECLARATION**  I declare that the information I have given in this form is true and complete. I understand that if it is subsequently discovered that any statement is false or misleading I will be dismissed from employment.  **I confirm I have permission to work in the UK.** | | | |
| Signature |  | Date |  |