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| LGBTfoundation  Position Applied For: | LGBT Foundation  **Application Form – Part 1**  HR Advisor |

Please complete all sections of the form in black ink or type directly into the boxes (the boxes will expand as you type into them). Application forms that are not completed in full will be automatically rejected. CV’s will not be accepted.

Applications should be returned to:

* EMAIL: [recruitment@lgbt.foundation](mailto:recruitment@lgbt.foundation)

The closing date for return of completed applications, including a completed equal opportunities monitoring form (available from [www.lgbt.foundation/jobs](http://www.lgbt.foundation/jobs)) if one is not included in your application pack): 9am on Tuesday, 5th October 2021

Interviews will take place on Thursday, 13th October 2021 - in Person in Manchester

The lawful condition for processing this data under GDPR is ‘fulfilment of contract’.

LGBT Foundation will use this information to shortlist during and as part of the application process.

If successful, we will add you to payroll and to our pension provider, as well as our own internal HR system. We will not share this information with anyone else for any other purposes. We use authorised third parties to help us process our data who are also GDPR compliant.

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# Current Experience

Please complete this section, listing details of your current employer and the duties you perform in your current role.

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| --- | --- |
| **Current Employer** |  |
| **Employer’s Address** |  |
| **Position Held** |  |
| **Date Employed** |  |
| **Duties and Responsibilities** |  |
| **Reason for leaving** |  |

# Previous employment

Please include paid or unpaid work and account for any gaps. If you need more space, please continue on a separate sheet clearly stating the section of the form, your name and the position you are applying for.

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| **Name & Address of Organisation** | **Dates** | **Brief description of duties and responsibilities (including reason for leaving)** |
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# Experience, skills, abilities and knowledge

he first stage of the application is answering 4 qualitative questions based upon the organisation’s values and your knowledge.

You can choose to answer these using video OR audio format submissions (nothing fancy, just using your phone is fine). If you have a particular reason as to why you cannot submit in this format and would prefer to use a written response, please type your response using 400 words or less per question onto a separate page at the end of this application.

Video/Audio file(s) can be attached to the main email OR if the files are too big we suggest using a file transfer linking service such as [WeTransfer](https://wetransfer.com/) and email your submission to simon.baker@lgbt.foundation using the same email that you sent this application from. You can answer all 4 questions in one file if you wish.

Add “HR Advisor – *Your Name”*to the message

Click [here](https://www.youtube.com/watch?v=gmzMsSCKj4E&t=6s) on how to use WeTransfer.

1. Are you currently working towards, or have obtained, a CIPD qualification in HRM, People Management or similar (Level 5 or above)?

Yes?  ☐

No? ☐

If Yes – Please give (brief) details of the qualification(s)

1. Referring back to your job history where appropriate, can you outline what you think have been the key challenges for HR during the covid lockdown; specifically around providing effective support to line managers and staff, what have you learnt and how you have you supported in overcoming them?  
   Submission Type (choose 1) - 3 Minutes or less

☐ Video (File Name Q3)      ☐ Audio (File Name Q3)

1. Referring back to your job history where appropriate, tell us about your experience working on time-bound projects or tasks, with a variety of different stakeholders in addition to maintaining qualitative HR support and integrity throughout? How do you Prioritise / time manage these demands?  
   Submission Type (choose 1) - 3 Minutes or less

☐ Video (File Name Q3)      ☐ Audio (File Name Q3)

1. What drives your passion for HR and People?  
   Submission Type (choose 1) - 3 Minutes or less

☐ Video (File Name Q3)      ☐ Audio (File Name Q3)

LGBT Foundation is part of the Disability Confident scheme and is an Investors in People accredited organisation. If you prove to us that you meet all of our essential criteria, you will be guaranteed an interview.



Do you consider yourself to be disabled?

**Yes No**

If yes, please note here any arrangements which would need to be made if you are called for interview.