|  |  |
| --- | --- |
| post applied for | Assessor – Ceremonies Training and Development Team |
| where did you see this position advertised? |  |

**part a: personal details**

|  |  |
| --- | --- |
| full name |  |
| address |  |
| telephone |  | mobile |  | email |  |
| do you require a work permit? | yes/no (delete as applicable) |
| do you have any unspent criminal convictions? | yes/no (delete as applicable) |

**part b: references**

Please provide contact details for two referees, who can confirm what you say about your experience and can attest to your ability. Referees will not be approached unless a conditional offer of employment is made to you.

referee one

|  |  |  |  |
| --- | --- | --- | --- |
| name |  | job title |  |
| address |  |
| email |  | telephone |  |

referee two

|  |  |  |  |
| --- | --- | --- | --- |
| name |  | job title |  |
| address |  |
| email |  | telephone |  |

**part c: your occupational and educational background**

beginning with your current or most recent occupation, please give a full account of your relevant work and education history in the boxes below in reverse chronological order, back to and including your secondary education. please insert further rows if you require them, and delete those you do not use.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| date from (mm/yy) | date to (mm/yy) | type of occupation (employment/self-employment/voluntary work/full-time education/part-time education) | name and address of employer or educational establishment | in the case of work, job title and summary of duties. in the case of education, grades achieved. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**part d: professional qualifications and training**

please give brief details of any vocational training courses attended, including any resulting in professional qualifications.

|  |  |
| --- | --- |
| course title, level, results (if appropriate) | date |
|  |  |

please give details of any membership of professional bodies and associations.

|  |  |
| --- | --- |
| name of association, level of membership, etc | date |
|  |  |

**part e: describing how you meet our person specification**

please describe below how you meet our requirements, point-by-point as laid out in the person specification. these criteria are divided into ‘essential’ and ‘desirable’. Candidates will only be considered for this post if they meet all the essential criteria. an ability to meet at least some of the desirable criteria will be an advantage to candidates and candidates who cannot demonstrate all the desirable criteria will be expected to demonstrate a willingness and ability to develop their knowledge and skills in these areas.

**Essential:**

* Genuine interest in humanist celebrancy and the ability to explain Humanism and the work of the BHA to others.
* Proven experience of the recruitment, interview and selection process.
* Understanding of competency-based training and assessment, and the delivery and facilitation of training in an adult environment.
* Excellent interpersonal skills, including the ability to work with and support people, particularly over the phone.
* Ability to manage demanding professionals with strong opinions.
* Excellent administration and organisational skills.
* Excellent oral and written communication skills (including editing) and good working knowledge of Word, Excel and PowerPoint.
* Numerate, with the ability to handle basic statistical work (totals, averages, trends).
* Understanding of and commitment to equal opportunities and diversity.