**London Sport Job Application Form**

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| **Role applied for:** | Insight Officer |
| **Return completed form to:** | hr@londonsport.org |
| **Deadline for applications** | 23:59 on Sunday 24 March 2019 |

**Applicants - please complete ALL unshaded boxes. Use additional sheets where necessary.**

**Employment history:**

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| **Current (or most recent) job title:** | | | | |
|  | | | | |
| **Employer:**  **(and address)** | | **Date started:** | | |
|  | |  | | |
| **Salary and benefits:** | | | | |
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| **Major duties and responsibilities:** | | | | |
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| **Previous posts (please start with the most recent):** | | | | |
| **Job role:** | **Job summary:** | **Employer:** | **Dates (from-to):** | **Salary:** |
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**Education/training**

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| **Secondary education:** | **Dates attended:** | **Qualifications/grade:** |
|  |  |  |
| **Further/higher education:** | **Dates attended:** | **Qualifications/grade:** |
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| **Other training, professional qualifications or work related skills relevant to the post for which you are applying:** |
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| **Are you undertaking any course of study at present? (if so, please give details)** |
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| **Do you have membership of any professional bodies? (if so, please give details, including any offices held)** |
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| *It is the Company's policy to verify the qualifications of all successful job applicants and you may be asked at a later stage in the recruitment process for your consent to checks being carried out.* |

**Please see next page.**

**Supporting Information**

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| **Please address ALL of the criteria from the person specification for this post in the section below to demonstrate how you meet these criteria.**  **Please provide specific information on how you meet each of the criteria describing your experience, what you have learned and giving examples of your achievements wherever possible. Please also consider / reflect how your response can demonstrate London Sport Values and Behaviours as listed on the person specification.**  **Use additional sheets if necessary.** |
| 1. A minimum of 1-2 years’ experience of research agency or client-side research experience. 2. Demonstrable experience undertaking primary research using quantitative and/or qualitative methodologies and techniques. 3. Experience handling all key aspects of the primary research project cycle – from research design to undertaking fieldwork, through to reporting. 4. Computer literate and comfortable using Microsoft Office software for word processing, spreadsheets and managing databases. 5. Excellent verbal and written communication skills, with an ability to convey messages simply and clearly. 6. Experienced analyzing data to develop reports capable of meeting stakeholder needs (internal or external). 7. Excellent time management and organisation skills. 8. Ability to work and support others as part of a team and on their own initiative, with minimum supervision. 9. An understanding of and commitment to equal opportunities. 10. Experience of KPI assessment and / or performance measurement (desirable) 11. Experience of developing infographics and working with data visualization software (desirable) 12. Experience of proposal writing (desirable) |
| **Please provide any other relevant information in support of your application, including why you are interested in this post:** |
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**Other Details**

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| What is the notice required in your present post? | | |
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| Is your present post your sole regular employment? (circle) | Yes | No |
| If no, please give details of your present employers: | | |
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| Are you a British subject or a national of any EU country? | | |
|  | | |
| If not, do you have the right to work in the UK and a current work permit? | | |
|  | | |
| If so, please state the nature of your work permit and the expiry date of your right to work in the UK and/or your work permit. | | |
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| Where did you see the advertisement for the post? | | |
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| **Disabled applicants: Should you be invited to interview, do you require any special arrangements? (circle)** | Yes | No |
| If yes, please give brief details of the effects of your impairment on your day-to-day activities, and any other information that you feel would help us to accommodate your needs and thus meet our obligations under the Equality Act 2010: | | |
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| **Convictions:** Have you ever been convicted of a criminal offence? If so please give details of any unspent convictions. Spent convictions do not have to be declared as the job is not one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. [As this post is one covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 both spent and unspent convictions must be declared [although protected cautions and protected convictions do not need to be declared].] |
|  |

**Please see next page.**

**References**

Please give the details of two referees, stating the nature of your relationship and how long you have known them. One should be your current or most recent employer. References for shortlisted candidates will be taken up only for the preferred candidate.

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| **1. Name:** | **2. Name:** |
|  |  |
| **Address:** | **Address:** |
|  |  |
| **Telephone number & Email:** | **Telephone number & Email:** |
|  |  |
| **Occupation:** | **Occupation:** |
|  |  |
| **Your relationship with this person:** | **Your relationship with this person:** |
|  |  |
| **Time known:** | **Time known:** |
|  |  |

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| **Data protection**  You agree to the Company holding and processing, both electronically and manually, personal data about you (including sensitive personal data as defined in the General Data Protection Regulation (EU) 2016/679, the Data Protection Act 2018 and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK together with all other applicable data protection and privacy law;) for the purpose of recruitment and selection and for the purpose of complying with applicable laws, regulations and procedures.  **Declaration**  I hereby give my consent to London Sport for processing the data supplied in this application form for the purpose of recruitment and selection  I declare that the information given in this application is to the best of my knowledge complete and correct.  Note: Any false, incomplete or misleading statements may lead to dismissal. | |
| **Signature** |  |

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Day time telephone number:** |  |
| **Evening telephone number:** |  |
| **Email Address:** |  |

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