# HR and Finance Administrator

# Application Form

Thank you for your interest in working with [Neurodiverse Connection](https://ndconnection.co.uk/)

We are excited to recruit a key member of the team to work with all members of the organisation to support us in our mission. This role provides critical infrastructure support to enable us to work effectively and to support neurodivergent people to flourish and thrive. This work supports our team members in the workplace and ensures that our financial systems operate effectively.

Before completing this application from please carefully read the full role description and personal specification found in the application pack. If you need support or have any questions please:

* Review the application pack and see if your question has been answered
* Attend the Q&A session and learn more about the role (more details on the website)
* Email us at [**recruitment@ndconnection.co.uk**](mailto:recruitment@ndconnection.co.uk)

Once completed please email the form to [**recruitment@ndconnection.co.uk**](mailto:recruitment@ndconnection.co.uk)by Tuesday 7th May at 9am.

We recommend you send the form through in advance of the deadline as we will be unable to accept any applications we receive past the deadline.

**Personal Information**

|  |  |
| --- | --- |
| Full Name |  |
| Pronouns |  |
| Email Address |  |
| Home Address |  |
| Contact Telephone Number |  |
| Preferred form of contact |  |

|  |  |
| --- | --- |
| How did you find out about this role? |  |

**Role Logistics**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| o you have / could you create a quiet and confidential workspace with good/ reliable internet? |  |  |

This role is for 4 to 5 days. Please detail how many days you could work per week and a suggested work pattern if you have a preference (hours and days).

|  |
| --- |
|  |

**Education**

Please share details of education relevant to the role

|  |  |
| --- | --- |
| Qualification/s gained | Year gained |
|  |  |
|  |  |
|  |  |
|  |  |

**Work History**

Please share details of your current or most recent employment (paid and voluntary). If you have not been employed, please provide details of any other relevant experience such as voluntary work.

|  |  |
| --- | --- |
| Dates |  |
| Job title and summary of responsibilities |  |
| Employer’s name |  |

|  |  |
| --- | --- |
| Dates |  |
| Job title and summary of responsibilities |  |
| Employer’s name |  |

|  |  |
| --- | --- |
| Dates |  |
| Job title and summary of responsibilities |  |
| Employer’s name |  |

**Written Questions**

Please complete the questions below.

|  |
| --- |
| 1. What about Neurodiverse Connection attracted you to apply for this role? (200 words max) |
|  |

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| --- |
| 1. Having carefully considered the ‘Role Description and Personal Specification’ please tell us why you are suitable for this role.   Please evidence relevant experience and skills against all essential criteria using examples (750 words max) |
|  |

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| --- |
| 1. What do you think might be your biggest challenges in this role? What will you do to mitigate this, and what support might you want from us? (200 words max) |
|  |

**Referees**

Please give details and addresses of two individuals, not related to you, who will provide employment references.

One of these must be your present or most recent employer. If you have not been employed previously please provide a contact from an educational institute or place of voluntary work.

The other must be a referee who can express a professional opinion of your work.

Referees should be able to comment on your ability to perform the job you are applying for.

Please note that referees will not be approached prior to interview.

**Referee 1**

|  |  |
| --- | --- |
| Name |  |
| Email Address |  |
| Position |  |
| Organisation |  |
| How do you know them? |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Email Address |  |
| Position |  |
| Organisation |  |
| How do you know them? |  |

**Equality and Diversity**

As we are committed to equality of opportunity, and we recognise the value that a diverse workforce brings we need to be able to measure our progress towards our equality and diversity goals and building a truly inclusive working environment.

To assist us to monitor the effectiveness of our equality and diversity practices we encourage you to complete our [Equality and Diversity Form.](https://forms.office.com/e/nCJZpUT5pf) The information contained in this questionnaire will be treated as confidential and will be used for monitoring purposes. This information will not be seen by any person involved in selection for the post for which you are applying.

**Data protection**

By signing and returning this application form you are giving your consent to the organisations processing data about you, in line with Neurodiverse Connection’s [Privacy Policy](https://ndconnection.co.uk/privacy-policy).

**Racial Diversity at Neurodiverse Connection**

At Neurodiverse Connection we are dedicated to increasing the racial diversity in our team.

We have decided to offer applicants who are people of colour a guaranteed interview if they meet the minimum criteria for the role.

To be invited to interview under this process, you must show in your application that you meet the minimum criteria for the role.

|  |  |
| --- | --- |
| Please select ‘yes’ if you are eligible and would like to have your application considered under Neurodiverse Connections Racial Diversity process. | Yes / No |

The selection decision after the task based assessment and interview will be based on the most suitable applicant for the role regardless of background or protected characteristic.

**Safeguarding**

Successful applicants will be required to complete a DBS check. A positive check would not necessarily prevent you from working with us.

|  |  |
| --- | --- |
| Please confirm that you have read and understood this requirement. | Yes / No |

**Declaration**

|  |  |
| --- | --- |
| Please confirm that you are legally eligible to live and work in the UK in accordance with the Asylum & Nationality Act of 2006 and can provide supporting documentation. | Yes / No |

I confirm that the information given in this application is correct and that proving false information could result in my application being rejected or, if I am employed by Neurodiverse Connection, my being subject to disciplinary proceedings which may include dismissal.

|  |  |
| --- | --- |
| Signature: | Date: |

**Please email your completed form to** [**recruitment@ndconnection.co.uk**](mailto:recruitment@ndconnection.co.uk)

**Deadline for applications: Tuesday 7th May, 9am**