**Flexible Worker Application Form**

Thanks for your interest in an External Quality Assurer role with NCFE.

Please ensure you complete all sections in full. Use a continuation sheet if necessary, however we don’t accept CVs or other documents in place of sections of the form.

Make sure you refer to the job information pack when completing this form.

**Which Role?**

|  |  |
| --- | --- |
| **Flexible Worker Role** |  |
| **NCFE Sector Area** |  |
| **Where did you hear about this vacancy** |  |

**A bit about you…**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Mobile** |  |
| **Email** |  |
| **Telephone** |  |

**Education, Training and Professional Qualifications**

Tell us about any school, college, university, training or professional qualifications you’ve achieved (continue on a separate sheet if necessary).

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates achieved** | **Qualification/Training and grade** | **Details** | **Name of School/**  **College/University/**  **Training Provider** |
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**Your Working History**

Please tell us about your previous jobs beginning with your current or most recent role (continue on a separate sheet if necessary).

|  |  |
| --- | --- |
| **Current or most recent role** | |
| **Job title** |  |
| **Employer name** |  |
| **Employer location** |  |
| **Dates (start and end)** |  |
| **Tell us about your key achievements and main duties** | |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous role** | | | | |
| **Job title** | |  | | |
| **Employer name** | |  | | |
| **Employer location** | |  | | |
| **Dates (start and end)** | |  | | |
| **Tell us about your key achievements and main duties** | | | | |
|  | | | | |
| **Previous roles** | | | | |
| **Dates**  **(start and end)** | **Job title** | | **Main Duties** | **Employer name and location** |
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**Occupational Competence**

How do you meet the criteria in the job information pack and occupational competence guidelines for the qualification(s)?

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| --- | --- |
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**Why do you want to work for NCFE?**

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**Travel and Time**

How far you’re able to travel and how much time you’d be able to commit. Please tick the relevant boxes.

|  |  |  |
| --- | --- | --- |
| **Do you have use of a car?** |  |  |
|  |  |
| **How far from home/work are you willing to travel?** |  |  |
|  |  |
| **Are you free to attend meetings during work hours?** |  |  |
|  |  |
| **How many days per academic session are you able to commit to NCFE?** |  |  |
|  |  |

**Anything else?**

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| --- |
|  |

**References**

Please provide us with two references, one should be you current or most recent employer

|  |  |  |
| --- | --- | --- |
|  | **Reference 1** | **Reference 2** |
| **Name** |  |  |
| **Address** |  |  |
| **Contact Tel** |  |  |
| **Email** |  |  |
| **Relationship** |  |  |

**Declaration**

|  |  |
| --- | --- |
| I confirm that all the information I’ve provided in this application is, true and correct to the best of my knowledge. I understand that if appointed any false information may result in the termination of my contract. My typed full name will be treated as an electronic signature. | |
| Signature: | Date: |

**The next step**

Email your application to us at [**externalqualityassurance@ncfe.org.uk**](mailto:externalqualityassurance@ncfe.org.uk)**.** Good luck and thank you for taking the time to complete your application form.