

LIBERTY

Application Form: XXX

Please be aware that Liberty are committed to 'Anonymous Hiring'. As such, please do not provide any personal information in this application form.

This includes information such as name, address, university attended, dates of education, criminal convictions, and disabilities in order to ensure a fair process and reduce the potential for unconscious bias.

Personal information will be captured separately and will not be available to Hiring Managers, only HR personnel.

EDUCATION (most recent first)

Period of study (e.g. 1 year / 6 months / etc.)	Course/s or Subject/s studied	Grade/s and level of Award
Years, Months of study (do not include dates)	Course Subjects (do not include name of university, school or college)	Grade

EMPLOYMENT (paid and voluntary - most recent first)

Period of employment (e.g. 1 year / 6 months / etc.)	Full / Part Time	Title and Brief Details of Post	Employer's name and place of work
Years, months of employment (do not include dates)	Full Time or Part Time	<u>Job Title</u> <ul style="list-style-type: none"> Bullet point key duties, tasks, achievements 	Employer or Organisations Name
↓	↓	↓	↓

DETAILS OF ANY DATES NOT ACCOUNTED FOR ABOVE




Dates and reasons for any large gaps in employment or education.

MEMBERSHIP OF PROFESSIONAL BODIES/QUALIFICATIONS/SPECIAL SKILLS ETC.

Body/ Qualification / Skill	From	To
Professions Body / Qualification <ul style="list-style-type: none"> • Bullet point skills 	Date From	Date To
↓	↓	↓
↓	↓	↓
↓	↓	↓
↓	↓	↓
↓	↓	↓

WORK RELATED DEVELOPMENT / TRAINING for last 2 years only

Date	Organising Body	Title and Purpose of Course/ Training Event
Date	Organising Body	Title of Training Cour or Event <ul style="list-style-type: none"> • Bullet point purpose and learnings

PERSONAL STATEMENT maximum 1000 words

Please show how you are able to meet the specific requirements of the person specification for this post.

You will get a higher score if you are able to refer to as many of the essential and desirable criteria as possible and if you are able to show your commitment to, and understanding of, Liberty's broad campaigning objectives.

Please refer to our website for more guidance on how to complete your application and how you will be scored.

Very brief introduction about why you want the role and what drew you to it.

Essential Criteria (address each point of the personal specification as a heading)

- Using the STAR method (Situation, Task, Action, Result) provide bullet point examples of your experience and how you meet the person specification
- Include strong specific examples as well as achievements and learnings
- Explain how your experience can be applied to the role you are applying for



Desirable Criteria (address applicable points of the persona specification as a heading)

- Using the STAR method (Situation, Task, Action, Result) provide bullet point examples of your experience and how you meet the person specification
- Include strong specific examples as well as achievements and learnings
- Explain how your experience can be applied to the role you are applying for
- If you don't meet all the desirable criteria, discuss transferable skills, or how you could gain experience in this area



Very brief conclusion. Discuss why you are interested in working for Liberty specifically.

(Include word count at the bottom of your statement and try not to go over or under 1000 words)

SCORING GUIDANCE

To give you an idea of how we score the personal statement based on the person specification when shortlisting, see below table:

Score	Person Specification Area	Essential Criteria- weighted score	Desirable Criteria- weighted score
0	Not met	0	0
1	Referenced but no/low evidence or examples	3	1
2	Partially met, with relevant examples	6	2
3	Fully met, with strong relevant/multiple examples	9	3

THANK YOU FOR COMPLETING THIS FORM

The closing date for applications is

No applications will be accepted after this time.

Please upload to the vacancy Job Board as a PDF document if you can, and double check the formatting of the personal statement before uploading.

Any questions or issues, please contact HR@libertyhumanrights.org.uk