Application form: Business Support Executive

# Completing the application form

The purpose of this form is to find out as much as possible about you, your skills and experience to help us to find the best fit for the role.

It is important that you make sure you complete all the sections with relevant information, as this form is the only thing we will use to create the shortlist for interview.

Please refer to the **Role Specification** and **Person Specification** in the information pack as you complete the application form.

As outlined in **Person Specification** section of the information pack, we will use the criteria in that section to shortlist applicants for interview. Please make you **evidence your experience against each of the criteria** in the Person Specification and provide examples of how you gathered this experience, skills or knowledge. Simply stating that you have a specific criteria will not score highly in the shortlisting process. We appreciate not all applicants may fulfil all desirable criteria and we will take this into account at the shortlisting stage.

Thrive will treat all documents and information received from you as confidential unless required to disclose them by a statutory body in connection with any claim which may arise out of the appointment.

# Equality of opportunity statement

We provide employment equality to all, irrespective of any of the following:

* Gender, including gender reassignment;
* Marital or civil partnership status;
* Having or not having dependants;
* Religious belief or political opinion;
* Race (including colour, nationality, ethnic or national origins, being an Irish Traveller);
* Disability;
* Sexual orientation; and
* Age.

We are opposed to all forms of unlawful and unfair discrimination. All full-time and part-time employees, others who work for thrive and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability.

# About you

Surname: Click here to enter text.

Forename(s): Click here to enter text.

Title: Click here to enter text.

Home address: Click here to enter text.

Postcode: Click here to enter text.

Email: Click here to enter text.

Mobile number: Click here to enter text.

Daytime telephone number (optional): Click here to enter text.

Your current or most recent salary: Click here to enter text.

Current notice period (if any): Click here to enter text.

How did you hear about this job? Click here to enter text.

Do you have the right to work in the UK? Click here to enter text.

# Reasonable adjustments

We want to make sure that there is equity of opportunity in all our recruitment.

Interviewees will be offered the option of an in person or online interview.

If there are any barriers to you taking part in an interview in this way, please let us know below. We will make any reasonable adjustments to allow us to meet your needs.

Click here to enter text.

# Declaration

All the information given by me in connection with this application is correct to the best of my knowledge, all the questions relating to me have been accurately and fully answered, and I possess all the qualifications which I claim to hold.

|  |  |
| --- | --- |
| Signed: |  |

Date: Click here to enter a date.

# References

Please give the names and addresses of two people who can provide information on your work experience and/or suitability for this post.

One referee should be a previous employer and preferably your present or most recent employer. We will not contact your referees until an offer of employment has been made.

No person nominated to sit on or attend the selection panel for this post can be accepted as a referee.

## Reference 1

Capacity known: Click here to enter text.

Name: Click here to enter text.

Position: Click here to enter text.

Address: Click here to enter text.

Postcode: Click here to enter text.

Telephone number: Click here to enter text.

Email: Click here to enter text.

## Reference 2

Capacity known: Click here to enter text.

Name: Click here to enter text.

Position: Click here to enter text.

Address: Click here to enter text.

Postcode: Click here to enter text.

Telephone number: Click here to enter text.

Email: Click here to enter text.

# Why are you interested in this post? (max. 350 words)

### Please note: the answer to this question will be provided to the selection panel but will not be scored as part of the shortlisting process.

Click here to enter text.

# Experience, skills and knowledge: why you’re the best person for this job

This is the section that helps us decide if we will ask you to interview and we do that by assessing whether you meet the criteria for the role.

The **criteria** for the post are listed in the **Person Specification** within the job information pack.

It is important that you use this section to demonstrate **how** you meet the criteria. For example, it is not enough to only say “I am an excellent communicator”. We want to hear what **experience** you have had that has made you an excellent communicator.

Please be concise and also use headings to make it clear which criteria item you are addressing. Bullet points are fine.

Please note:

You may add additional pages/create additional space in the section below as needed.

* Experience of a similar role in a busy environment, dealing with multiple priorities.

Click here to enter text.

* Excellent organisation and forward planning skills.

Click here to enter text.

* Proficient at use of Excel for analysis.

Click here to enter text.

* A logical and common-sense approach to prioritising projects across team members to meet company deadlines and expectations.

Click here to enter text.

* Experience of support a Board or Board sub-committee

Click here to enter text.

* Experience of creating and reviewing organisational policies

Click here to enter text.

* Use of business automation to improve company efficiency

Click here to enter text.

* Use of project management systems eg Teams Planner

Click here to enter text.

# Submitting your application

Closing date for receipt of completed applications is by **12pm** on **Tuesday 6th May 2025**.

Applications should be submitted by email to [recruitment@wewillthrive.co.uk](mailto:recruitment@wewillthrive.co.uk). An acknowledgement will be sent on receipt.

Themethod of application is **by application form only**. Late or postal applications will not accepted and additional CVs will not be considered.

Failure to complete and return the application form in accordance with the guidance notes will result in your application being disqualified.

The shortlisting panel will only see the criteria as addressed by each applicant. The shortlisting panel will not be supplied with any information that can identify the applicant.

# Interviews

Interviews will take place on **Wednesday 14th May 2025** and will be held in person or via Zoom. If you are not available on the day of interview, we will only rearrange if we do not appoint on that day.

Second interviews are scheduled for Monday 19th May 2025.

We will look forward to meeting you then**.**

If you are not shortlisted, we will inform you via email and we wish you every success in the future.

# Thank you.

We appreciate the effort you have gone to so far and the interest you’ve shown in us.