

Chartered Project Professional Standard Assessor

Application Form

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| **Your Name** |  | |
| **Your Address** |  | |
| **Please supply your contact details below and tick your preferred method of contact: 🗹** | | |
| Mobile |  |  |
| Email |  |  |
| Telephone (day) |  |  |
| Telephone (evening) |  |  |

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| **Please supply below the name and contact details of a referee whom we can approach to comment on your suitability for the role.** | | | | | |
| Name | | |  | |
| Address | | |  | |
| Email | | |  | |
| Telephone | | |  | |
| Job title | | |  | |
| Relationship to you | | |  | |
| Can this referee be contacted prior to selection? | | | | |
| **YES** |  | **NO** |  |

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| **Where did you hear about this role?** |  |

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| **Please confirm that you meet the below criteria to fulfil the job role requirements by ✓ the boxes below** |

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| Previous experience of conducting competence-based assessments. |  |
| Currently professionally active with a minimum of 7 years’ experience managing a variety of projects/programmes/portfolios or key control functions at a senior level. |  |
| Knowledge and awareness of current practice and methodologies |  |
| The ability to provide constructive written feedback and reports on assessment outcomes. |  |
| Effective verbal communication skills. |  |
| The ability to work to tight deadlines. |  |
| Being available to travel (UK) to conduct interviews. |  |

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| **Please give an indication below of the area/distances you would be able/willing to cover on the same day for carrying out your duties** |
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| **If you require any reasonable adjustments to be made to the recruitment process to enable you to complete and support your application, (for example wheelchair access if invited to attend interview) please outline them in this section:** |
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| **Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? ✓** | | | | |
| **YES** |  | **NO** |  |
| **If yes, please provide details:** | | | | |
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| **Disclosure and convictions declaration** | | | | |
| **Do you have any convictions, cautions, reprimands or final warnings that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers, and cannot be taken into account. ✓** | | | | |
| **YES** |  | **NO** |  |
| **If yes, please provide details:** | | | | |
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| **Declaration** | |
| **I declare that the information I have given in this application is accurate and true. I understand that providing misleading or false information will disqualify me from appointment, or, if appointed may result in my dismissal. I have viewed the AlphaPlus recruitment privacy notice.** | |
| **Signature:** | **Date:** |
|  |  |

**APPLICATION INSTRUCTIONS**

**In order for your application to be considered it is important that you complete this form fully and send it to** [**recruitment@alphaplus.co.uk**](mailto:recruitment@alphaplusconsultancy.co.uk) **together with a covering statement and an up-to-date CV by the closing date for applications for the related vacancy.**

**Consideration of your covering statement is a critical component of the shortlisting process. Your covering statement should set out how your knowledge, skills and experiences meet the requirements of this role with close reference to the job description and person specification. You should draw on examples from your current or previous roles or from other relevant situations (such as activities outside work).**

**RECRUITMENT PRIVACY NOTICE**

**The AlphaPlus recruitment privacy notice can be found at** [**https://www.alphaplus.co.uk/recruitment-privacy-notice/**](https://www.alphaplus.co.uk/recruitment-privacy-notice/%20)**. By submitting an application you are confirming that you agree to the terms of the privacy notice.**

**EQUAL OPPORTUNITIES MONITORING**

**You are invited to complete our equal opportunities monitoring form. Please follow the instructions for its completion and return.**