***THANK YOU FOR APPLYING TO WORK WITH***

***HEALTH POVERTY ACT*ION**

Please return your completed application form to [**personnel@healthpovertyaction.org**](mailto:personnel@healthpovertyaction.org)as a **PDF document**.

*At Health Poverty Action we strive to promote equity and inclusion both internally and externally. We actively value diversity, and believe that contributions from members of our team who have personal lived experience of issues we work on can be profoundly valuable.*

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| 1. **Personal information** | |
| Post(s) for which you are applying: | **New Business Development Officer** |
| Your name: |  |
| What do you like to be called? |  |
| Where in the UK will you be working from, if appointed? |  |
| Are you able to provide a good internet connection? |  |
| Current address: |  |
| Email address: |  |
| Contact telephone number: |  |

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| **Languages**  *Please note proficiency in Chinese would be a significant advantage for this role.* | |
| Your main language: |  |
| Other languages (please state language and competence): |  |

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| **Education: formal qualifications**  *Please include secondary school (e.g. the GCSEs taken in parts of the UK) and subsequent* | | |
| Place of Study | Subject(s) | Qualifications obtained, including the grades |
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| **Education: lived experience, and anything else you would like to tell us**  *We ask above about your formal qualifications. We do that because these are one way in which some people demonstrate aspects of their learning and abilities.*  *But that doesn’t work for everyone. There are lots of really able and intelligent people who (for a wide variety of reasons) don’t get high grades in the formal education system. Also, much of our most valuable learning can take place in other ways – such as through personal lived experience of issues Health Poverty Action works to address, or experience of marginalised communities or cultures.*  *Please use this space to tell us about:*   * *any relevant education you have through lived experience (if you wish to share it);* * *any ways you might have demonstrated your intelligence, skills and learning abilities other than through formal qualifications;* * *anything you would like to mention about your experience of formal education (or anything else).* |
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| 1. **Work experience:** starting with your present or most recent employment   *If you are currently undertaking a full-time course of education/training, please enter this as your employment.* | |
| Employer: |  |
| Position Held: |  |
| From – To: |  |
| Reason for Leaving: |  |
| Employer Address: |  |
| Brief summary of Role: | |
| Employer: |  |
| Position Held: |  |
| From – To: |  |
| Reason for Leaving: |  |
| Employer Address: |  |
| Brief summary of Role: | |
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| Brief summary of Role: | |
| Employer: |  |
| Position Held: |  |
| From – To: |  |
| Reason for Leaving: |  |
| Employer Address: |  |
| Brief summary of Role: | |

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| 1. **Any other work – especially any unpaid activism or voluntary work** |
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| 1. **Any additional skills and training not yet covered** |
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| 1. **Personal interests and leisure activities** |
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| 1. **From when are you available to take up this post?**   *Health Poverty Action is very committed to flexible working. We will consider applications to work part-time, as part of a job share, or with other forms of flexibility wherever possible.* ***If you wish to apply in this way, please give details here.*** |
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| 1. **Applications from people with disabilities, or those with health conditions, are highly welcome and will be given full consideration.**   *Please tell us here of any help or special equipment you might need in order to carry out the duties outlined in the job description, take part in interview, or participate in the recruitment process.* |
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| **In your own words, please explain why you are applying for this job, and why you feel you would be a good appointment.**  *Please note that we review applications carefully and may assess the likelihood of AI-generated content. While we recognise AI can be a useful tool, simple prompts in AI platforms often produce similar responses, which can feel repetitive and less genuine to the reader.*  *We want to hear about you: your motivations, experiences, and what makes you a strong fit; rather than a repetition of the job description or our materials.*  *We encourage you to provide a thoughtful, personal answer in your own voice.*  Add an additional sheet if necessary. |
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| **Reference Information**  At least one reference should be provided by a previous employer wherever possible. Relatives and partners are not suitable as referees. Referees will not be contacted without your prior permission.  *Health Poverty Action emphasises that all adults and children have equal rights to protection from abuse and exploitation. We are actively committed to safeguarding, and this is reflected in our selection process. Your referees will be asked to comment on your suitability in relation to this.* | |
| **Reference 1** | |
| Name: |  |
| Organisation: |  |
| Job Title: |  |
| Email Address: |  |
| Telephone Number: |  |
| Relationship to Applicant: |  |
| **Reference 2** | |
| Name: |  |
| Organisation: |  |
| Job Title: |  |
| Email Address: |  |
| Telephone Number: |  |
| Relationship to Applicant: |  |
| **Reference 3** | |
| Name: |  |
| Organisation: |  |
| Job Title: |  |
| Email Address: |  |
| Telephone Number: |  |
| Relationship to Applicant: |  |

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| Where did you see this job advertised? |  |

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| **Declaration**  The facts set out in this application form are, to the best of my knowledge, fair and accurate. I understand that any false statement will naturally disqualify me from employment.  I confirm that I am not barred from working with vulnerable groups or subject to sanctions of a regulatory body.  For posts based, or involving visits to, places outside the applicant’s usual area of living:  I understand that the post I am applying for may involve working and living in an area (country, region or community) whose population is or has been affected by instability, and that the security and health conditions may be different to those I am used to. | |
| Signed: | Date: |

**We wish you well in your application and are grateful for the time you have taken.**

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| [Please click here if you would like us to contact you by email with updates on our work, including how you can get involved through campaigning and fundraising.](https://www.healthpovertyaction.org/take-action-now/support/sign-up-to-our-mailing-list/) |

For information on how we handle and process your personal data, please refer to our privacy notice on our website: <https://www.healthpovertyaction.org/privacy-policy/>