# London Film AcademyHead of People



## JOB APPLICATION FORM

### PRIVATE & CONFIDENTIAL

*July 2023*

#### PERSONAL DETAILS

|  |  |  |
| --- | --- | --- |
| Full Name: | | |
| Address: | Mobile: | |
|  | Email: | |
|  |  | |
|  | LinkedIn: | |
| Please confirm that you have the right to work in the UK – Please tick as appropriate:  \*If unsure please check here: https://www.gov.uk/legal-right-to-work-in-the-uk | | Yes  No |

### **COVER NOTE: In your own words (300 max) answer the following:**

|  |
| --- |
| * What attracted you to the LFA and prompted your application for this role? * Why do you believe you would be the right person for this role? (please reference this role’s requirements, the LFA culture, and how your skills, competencies, experience and interests are relevant to this position) |

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### **RELEVANT EXPERIENCE: Please tick the relevant years of experience.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **CRITERIA** | **None** | **<5 yrs** | **<10yrs** | **>10 yrs** |
| Do you have proven experience in: | Strategic HR Planning and Implementation |  |  |  |  |
| Talent Acquisition and Recruitment |  |  |  |  |
| Employee Relations |  |  |  |  |
| Performance Management |  |  |  |  |
| Training and Development of High Performers |  |  |  |  |
| Payroll Management, Compensation and Benefits |  |  |  |  |
| Diversity, Equity, Inclusion and belonging Initiatives |  |  |  |  |
| Policy Development and Legal Compliance |  |  |  |  |
| Developing HR / People-related processes |  |  |  |  |
| Data Analytics and Reporting |  |  |  |  |
| Budget Management |  |  |  |  |
| Culture Development and Change Management |  |  |  |  |
| Employee Engagement |  |  |  |  |
| Workforce Planning |  |  |  |  |
| Leadership Development |  |  |  |  |
| MS Office or equivalent, incl PowerPoint, Word, SharePoint |  |  |  |  |
| **Supporting evidence / additional notes:** | | | | | |

### **RELEVANT ATTRIBUTES/SKILLS: Please evaluate yourself on a scale of 1-5 (with 1 being low and 5 being high)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| Organisation and Administrative skills |  |  |  |  |  |
| Planning and Project management skills |  |  |  |  |  |
| Conflict management and Negotiation skills |  |  |  |  |  |
| Interpersonal and Communication skills |  |  |  |  |  |
| Leadership and Advocacy skills |  |  |  |  |  |
| Problem solving skills |  |  |  |  |  |
| Coaching skills |  |  |  |  |  |
| Relationship building skills |  |  |  |  |  |
| Strategic thinking skills |  |  |  |  |  |
| Decision-making skills |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Positive and proactive |  |  |  |  |  |
| Resilient and adaptable |  |  |  |  |  |
| Innovative and creative |  |  |  |  |  |
| Passion for film and media |  |  |  |  |  |
| Passion for education |  |  |  |  |  |
| Collaborative and people focused |  |  |  |  |  |
| Inspirating and motivating team |  |  |  |  |  |
| **Additional notes:** | | | | | |

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|  |
| --- |
| PROFESSIONAL ASSOCIATIONS: please state whether you are a member of any technical or professional association relevant to the post: |
| ADDITIONAL TRAINING: please state whether you have any other training relevant to the post: |
| FOREIGN LANGUAGES: please list any foreign language you speak and your level of competence, both oral and written: |
| SALARY REQUIREMENTS: Please confirm that your salary expectations (within the advertised range)  Yes  No |
| NOTICE PERIOD:  Please confirm your notice period (in months): |

**DECLARATION OF APPLICANT**

I confirm that the above information is correct.

I understand that any false information or deliberate omissions will disqualify me from employment or may render me liable for dismissal.

I consent to London Film Academy using and keeping information I have provided on this application or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application or future employment. I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that London Film Academy will retain the form for as long as is deemed necessary and that London Film Academy may use it to contact me in the event of there being any other vacancies for which I may be suitable.

Signed: Date: