Health & Wellbeing Adviser – Momenta Newcastle

Application process and use of data

**To continue your application for this position, please complete this form fully and return it to:** **people@momentanewcastle.com** **with ‘H&W Adviser – [your firstname lastname]’ in the subject line. Please also add your name to the saved document name.**

The data and information you submit in this form is solely for the purpose of assessing your suitability for the Health & Wellbeing Adviser role. All information is collated confidentially and recorded and filed securely. Your data may be passed to Momenta Newcastle colleagues and to third parties specifically engaged to support Momenta Newcastle with recruitment. You can find our general privacy policy at [www.momentanewcastle.com](http://www.momentanewcastle.com)

Please date and sign below to confirm that your personal data may be held, processed and disclosed by Momenta Newcastle for the purposes and in the manner set out above. **If you are returning this by email you agree that printing your name below and sending this form via your email suffices as a signature.**

|  |  |
| --- | --- |
| Signature:…………………………………………………Date:……………………… |  |
|  |  |

Your details

|  |  |  |
| --- | --- | --- |
| Full name: | *First name(s)* | *Last name* |
| Address: | *City* | *Postcode* |
| Contact: | *Email* | *Phone* |

Role and employment status

The job advertisement that you initially responded to contains more details about the job role. If you do not have this to hand you can find a copy at <https://momentanewcastle.com/job-ads>

Successful applicants will be contracted on a permanent, part time basis. Therefore, you would be engaged as follows:

* Permanent, half-time basis (50%)
* Salary: £11,000 - £11,750 (annualised £22-23,500)
* Working remotely, from home
* Flexible hours to meet the needs of the service

|  |  |
| --- | --- |
| Please write ‘YES’ in the box to the right to confirm that you have read and understood the job role and employment status  |  |
| Please write ‘YES’ in the box to the right to confirm that you understand that, if successful, Momenta Newcastle will request that you complete an Enhanced Disclosure & Barring Service check (DBS check) and that you will provide the required information on request. |  |

Self-screening

**Please select either YES or NO against the criteria below (delete the option that does not apply) - and only continue if you fulfil all these essential criteria:**

|  |  |  |
| --- | --- | --- |
| Entitled to live and work in the UK | YES | NO |
| Experience working with people from a wide range of backgrounds | YES | NO |
| Fluent in spoken and written English | YES | NO |
| Proficient in Microsoft Office applications, particularly Outlook, Excel and Word  | YES | NO |
| Comfortable being trained to use new systems and follow standard operating procedures | YES | NO |
| Able to record data accurately and efficiently  | YES | NO |
| Competent in making and receiving phone / internet calls professionally and efficiently to a variety of people  | YES | NO |
| Willing and able to undertake initial training and ongoing CPD  | YES | NO |
| Passionate about helping participants improve their health and wellbeing | YES | NO |
| Some knowledge or experience of working in a health or care setting and / or some knowledge of the management of Type 2 diabetes or cardiovascular disease | YES | NO |
| Excited about the prospect of working in a service that supports people with Type 2 diabetes improve their health and, ideally, put their diabetes into remission | YES | NO |
| Willing and able to work remotely from home and be accountable for own areas of responsibility  | YES | NO |
| Able to work for at least some hours every weekday Monday – Friday inclusive | YES | NO |
| Flexible with respect to working hours to meet the needs of the service e.g. willing to work occasional evenings to contact participants unable to be contacted in typical working hours | YES | NO |

Supporting information

**Please outline in brief the reason/s you are applying for this position and what interests you most about the role?**

Education/qualifications

**Please list any qualifications you hold that you think would support your application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Educational establishment** | **Qualification/s gained** | **Grade** | **Date** |
|  |  |  |  |
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Spoken languages

Please list the languages you speak (other than English) to at least a conversational level and rate yourself as ‘Conversational’ or ‘Fluent’ (do not bother with languages in which you are less than conversational):

|  |  |
| --- | --- |
| **Language**  | **Please rate as Conversational or Fluent** |
|  |  |
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Employment history

Please include a maximum of 4 job roles with most recent first, outlining relevant responsibilities

|  |
| --- |
| **Job title:**  |
| **Organisation:**  | **From** | **To** |
| Main responsibilities: |

|  |
| --- |
| **Job title:**  |
| **Organisation:**  | **From** | **To** |
| Main responsibilities: |

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| **Job title:**  |
| **Organisation:**  | **From** | **To** |
| Main responsibilities: |

|  |
| --- |
| **Job title:**  |
| **Organisation:**  | **From** | **To** |
| Main responsibilities: |

Disclaimer and signature

**I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in withdrawal of any job offer, or release from my position. If I return this by email I agree that printing my name below and sending this form via my email suffices as a signature.**

|  |  |
| --- | --- |
| **Signature……………………………………………..** | **Date:………………** |

Please reply to *people@momentanewcastle.com*, stating “H&W Adviser – [Your firstname lastname]” in the subject line, and including your name in the document name.

Please return the completed application form by the deadline on the website.

Many thanks for your time.