**Application Form - Associate Researchers and Associate Data Analysts Recruitment Questions**

**This word document is intended to support you to consider responses to our recruitment questionnaire in an offline environment, so that you can prepare to more easily complete the online form. The questions below mirror the questions in the online form, allowing you to draft your responses and copy them across.**

1. **About you**

|  |  |
| --- | --- |
| **Name:** |  |
| **Job role:** |  |
| **Company/Organisation Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |

**You will be asked to upload a one-page CV here.**

Files must be less than **2 MB**.  
Allowed file types: **gif jpg jpeg png txt rtf html pdf doc docx odt ppt pptx odp xls xlsx ods xml**.

**Which Associate role do you wish to apply for? Please mark one or both as appropriate.**

|  |  |
| --- | --- |
| **Associate Researcher** |  |
| **Associate Data Analyst** |  |

1. **Your experience**

**Which of the following do you have experience of? Please mark all that apply:**

|  |  |
| --- | --- |
| Quantitative data analysis |  |
| Qualitative data analysis |  |
| Researching and writing literature reviews |  |
| Research design |  |
| Interpreting data to generate research insights |  |
| Presenting data in accessible ways |  |
| Research ethics |  |

**You will be asked to please upload a minimum of 2 and a maximum of no 5 examples of your work which show evidence of the specific skills you have indicated. These may be in the form of a report, journal article, presentation or other format.**

Files must be less than **2 MB**.  
Allowed file types: **gif jpg jpeg png txt rtf html pdf doc docx odt ppt pptx odp xls xlsx ods xml**.

**For each example you have provided, please describe the specific work you delivered [max word count: 100]**

**Example 1**

…...............................................................................................................................................

**Example 2**

…...............................................................................................................................................

**Example 3**

…...............................................................................................................................................

**Example 4**

…...............................................................................................................................................

**Example 5**

…...............................................................................................................................................

**Do you have a primary area of research interest? If so, please tell us what it is?**

…...............................................................................................................................................

**On a scale of 1 – 5 where 1 is no knowledge and 5 is extensive, please rate your level of proficiency with analysis and transcription software:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 |
| Nvivo |  |  |  |  |  |
| Otter |  |  |  |  |  |
| SPSS |  |  |  |  |  |
| MS Excel |  |  |  |  |  |

**If you have used other tools not specified above, you will asked to please specify:**

…...............................................................................................................................................

**Please describe a piece of your research and/or data analysis that has been informed by your knowledge or understanding of public and community engagement in higher education.**

…...............................................................................................................................................

1. **Costs and references**

**Do you have standard rates you routinely charge for your work? YES/NO**

**If you ticked YES**

**Please specify what you routinely charge for a standard day and/or a standard hour (ex VAT)**

…...............................................................................................................................................

**Do you vary your rates for any reason? If so, please explain how and why you vary your rates?**

…...............................................................................................................................................

**Are your rates negotiable? YES/NO**

**Please explain the factors you take into consideration when setting your consultancy rates?**

…...............................................................................................................................................

**Please indicate which of these describes you:**

Freelance – VAT registered

Freelance – not VAT registered

Employed

**….........................................................................................................................................**

If you are Freelance:

You will be asked to confirm you agree with the following statements:

* I have or am willing to take out Public Indemnity Insurance of £5m
* I have or am willing to take out Public Liability Insurance of £1m

If you are Employed, you will be asked to confirm that you agree with the following statements:

* I am covered by my organisation’s insurance for Professional indemnity and Public Liability
* I have approval from my employing organisation to undertake this work

And you will be asked for the name of your employing organisation

**….........................................................................................................................................**

**Please provide two references and a brief explanation of how you know them**

|  |  |
| --- | --- |
| **REFERENCE 1** |  |
| **Name:** |  |
| **Job role:** |  |
| **Company/Organisation Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Nature of relationship:** |  |
| **REFERENCE 2** |  |
| **Name:** |  |
| **Job role:** |  |
| **Company/Organisation Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **Nature of relationship:** |  |

1. **Submit your application**

**To submit your form you will be asked to confirm that:**

* you have read Annex A of the NCCPE Associate Researcher and Associate Data Analysts Brief
* you are UK based and have a right to work in the UK
* you have read NCCPE’s privacy notice and agree to the use of your personal data for the purposes of processing your application

**In order to process your application, NCCPE must collect some of your personal data. We will process and store your data in accordance with our Privacy Notice (**[NCCPE Privacy Notice | NCCPE (publicengagement.ac.uk)](https://www.publicengagement.ac.uk/nccpe-privacy-notice)**.**

**You will be asked to confirm that you have read NCCPE’s privacy notice and agree to this use of your personal data**

**You will then be able to**

**SUBMIT**