**Lively Minds Application Form –** HR Manager: Learning & Development

Please send your completed application form together with current CV to: [jobs@livelyminds.org](mailto:jobs@livelyminds.org) **by 24th September 2025. PLEASE NOTE – DO NOT USE AI TO ANSWER THESE QUESTIONS.**

## Personal details

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| --- | --- |
| **Title** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **First name** | Click here to enter text. |
| **Name you wish to be known by** (if different from above) | Click here to enter text. |

## Contact details

|  |  |
| --- | --- |
| **Telephone (mobile)** | Click here to enter text. |
| **Email** | Click here to enter text. |

## Knowledge, skills, experience, and additional information

Please answer the following questions.

1. Please explain why you believe you are the right candidate for this role (max 300

words).

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1. Describe your more general HR experience (max 400 words)

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1. Describe your experience in tracking the effectiveness of training programmes and how you have utilised feedback to improve subsequent training. (max 400 words)

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1. Share your experience in developing group learning programmes like bootcamps, leadership development camps and other exercises highlighting what made them successful. (max 500 words)

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1. Detail your experience in conducting training needs analysis and how the insights gathered have helped to develop a targeted training plan and delivery process for individuals. (max 400 words)

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1. Please share your experience in designing, implementing and evaluating a forward-looking L&D strategy (max 500 words)

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## References

Employment at Lively Minds is offered to subject to receipt of satisfactory written references. Please give details of two referees. These should not include relatives or personal friends. We will not take up references without your permission, or before interview.

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

## Declaration

**I certify that the information provided on this application form is accurate to the best of my knowledge.**

**The provision of false information in the application form may be grounds for disqualification or, if appointed, dismissal.**

**Signed**

Click here to enter text.

**Date**

Click here to enter a date.

**Find out more at** [**www.livelyminds.org**](http://www.livelyminds.org)