

**Application for employment**

Please complete all sections of this form in black. Note that pages 1 – 3 will be detached and not seen by those involved in shortlisting. If you are completing this form electronically you may edit the layout as long as all the information requested is given and clearly set out. You should show your suitability for this job in line with the information provided in the job description and person specification, giving examples, which may be taken from experience gained outside of paid employment. You may use additional sheets if you need extra space, but do not include your name on these.

**Job Title:** Peony Co-ordinator

**Personal information**:

Surname: Title: Forenames:

Permanent Address (including post code):

Contact Address (if different):

Daytime telephone no: Evening telephone no:

Mobile telephone no: Email:

Are you over 18? (please ring as appropriate) Yes / No

Where did you see this position advertised?

Are you required to have a visa or work permit to be employed in the UK? Yes / No

If yes, please give details including the expiry date of any visa / permit:

Do you have specific requirements relating to equal opportunities? Yes / No

If you have any particular requirements you may wish to give details in a sealed envelope with your name and ‘Special Requirements’ written on it. This envelope will only be opened if you are shortlisted for interview so that we can consider your needs both then and during your employment.

Do you have any criminal convictions? Yes / No

If Yes, please give details on a separate sheet of paper in a sealed envelope. Please also disclose any ongoing police investigations and pending prosecutions. Such a disclosure will not necessarily be a bar to employment with One25 and will not result in you being treated unfairly.

Are you available for interview on the date(s) given? Yes / No

If no, please give details:

If appointed, when could you start with One25?

**References**Please give details of two referees whom we may approach for a reference. One of them should be your current (or most recent) employer or your current educational establishment. Please indicate the earliest stage that we may apply for a reference. We will not confirm an appointment until satisfactory references have been received.

|  |  |
| --- | --- |
| Name:Position:Organisation:Address:Telephone:Email:Capacity in which known by you:When may we take references? | Name:Position:Organisation:Address:Telephone:Email:Capacity in which known by you:When may we take references? |

**Declaration**I confirm that to the best of my knowledge the information I have provided on this form is true and accurate. I understand that if the information I have supplied is false or misleading in any way, it will automatically disqualify me from appointment or may render me liable to dismissal without notice.

I also consent to the information provided on my application being stored on a manual and / or computerised filing system in line with Data Protection legislation until the post for which I am applying has been filled.

Signed:  Date:

Please return the completed application form, marked "Private and Confidential" to:

The Executive Assistant
One25 Limited
The Grosvenor Centre
138A Grosvenor Road
St Pauls
Bristol
BS2 8YA

Or as an email attachment to jobs@one25.org.uk using .doc or .rtf format.

**Employment history**

Give details of your employment history starting with your current or most recent employer and working backwards. Please account for any gaps in your employment history. If you have not worked before, or if you have been out of work for some time, please describe how you have gained relevant experience for your application. Expand these boxes and add as necessary.

|  |
| --- |
| **Employer's name and type of business**: **Dates employed (month / year from and to)**: **Job title and main duties**: **Reason for leaving**: |
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**Professional Association Membership**

| Name of Professional Association: | Year joined: | Grade / level: |
| --- | --- | --- |
|  |  |  |

**Education and Qualifications**

| Place of study: | Dates:  | Qualifications: | Subjects: |
| --- | --- | --- | --- |
|  |  |  |  |

**Training**

Give details of any training you have had which is relevant to the job that you are applying for. Include any on-the-job training as well as formal courses.

| Title of training and brief description: | Date (approx): | Length of course: |
| --- | --- | --- |
|  |  |  |

**These questions are your opportunity to tell us about your abilities, skills and experience that you will bring to the role of Peony Coordinator role.**

We anticipate that you will need approx. 300 words to answer each (complete) question to give us the depth of response we expect e.g. 300 words to answer both parts of question 1.

|  |
| --- |
| 1. a) Why are you interested in working for One25 in the role of Peony Coordinator?

b) Why do you think you would be a good candidate for this role?  |
| 1. Please give us an example of how you work with office systems and any processes you have set up or developed. Tell us why you thought it necessary and describe how it worked?
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| 1. You will need to be able to manage multiple possibly conflicting deadlines. Please give us an example of when you had to prioritise your workload explaining what decisions you made and why you made them.
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| 1. You will need to organise and coordinate workshops, activities, meetings and events. Tell us about an event that you organised. What was the biggest challenge? With the benefit of hindsight what would you have done differently?
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| 1. You will need to be creative and good at problem solving. Give us an example of when you overcame a problem by thinking creatively.
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| 1. You will be the key liaison person for the team, other agencies and the Peony women. You will need to have great communications skills and on occasion may need to be diplomatic, tactful and sensitive. Can you give us an example of when you have had to use your communication skills with other professionals, colleagues, or services users.
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| 1. Tell us about your experience of using the following Microsoft software packages, giving us examples of what you can do to demonstrate your skill level.

Word:Outlook:PowerPoint:Excel:What other packages or databases can you use that might be useful in this role ? |
| 1. You will be part of the small Peony team and the larger One25 team. What attributes do you have that make you a good team member?
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| 1. Can you tell us about your volunteer experience, either as a volunteer or supporting volunteers?
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