

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:** Communications Officer

**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.

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

Please include evidence and examples which demonstrate your suitability against the requirements of the person specification.

* **For questions 1 and 2**, please answer within this application form and keep within the word counts (in brackets after the question).
* **For questions 3 and 4**, you can answer within the application form (keeping to the word counts), or present your answers for each question more visually e.g. through a mind map (on no more than one side of A4 per question) and submit this alongside your application form.

If you are submitting an additional document, please use your initials and ddmm of birth in the file name so that we can maintain anonymity during shortlisting (e.g. ‘Question 3 ABC 0101’ would be Anne Barbara Clark, born on 1st January).

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| --- |
| 1. One25’s fundraising and communication team’s key aim is to ensure One25 raises more money, has more influence and impact for vulnerable women in Bristol.

As our Communications Officer, how would you help us to achieve this? (100 words) |
| 1. Please tell us about a time when you have had to multi-task, and explain how you made sure that you performed tasks with a high degree of accuracy under pressure? (250 words)
 |
| 1. What communications experience would you bring to One25? (500 words, or up to one side of A4)
 |
| 1. What communications skills would you bring to One25? (500 words, or up to one side of A4)
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