Application form

Campaigns Coordinator

# Your details

|  |  |
| --- | --- |
| Surname |  |
| First name |  |
| Address |  |
| Phone |  |
| Email |  |

**Interviews are likely to take place in the week beginning 3 June 2024.** Are there any dates in this week when you are not available?

# References

Please give the name of two referees who can comment on your suitability for the post. One should be your current, or most recent, employer. Neither referee should be related to you.

References will not be taken up prior to interview.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Name |  |
| Position held |  | Position held |  |
| Email |  | Email |  |
| Tel no |  | Tel no |  |
| Address |  | Address |  |
| Capacity in which known |  | Capacity in which known |  |

# Disability

Do you consider yourself to have a disability or health condition?

If yes, are there details that you would like to share?

Do you have any access requirements you would like us to be aware of?

# Convictions

Have you ever been convicted of any offence or are there any proceedings pending against you?

If yes, please provide details on a separate sheet.

Are you aware of any police enquiries undertaken following allegations against you which may have a bearing on your suitability for this post?

If yes, please provide details on a separate sheet.

# Work permit

Are you required to have a work permit?

If yes, do you have a permit?

# Other

Where did you see this post advertised?

Do you have a current or previous personal or professional relationship with a member of staff or Trustee of the Welfare Benefits Unit?

If yes, please provide details.

# Declaration by applicant

I declare to the best of my knowledge that the information given is correct. I understand that giving false or misleading information in this application could lead to my dismissal.

**Signature:**

**Date:**

**Note:** The first two pages of the application form will be removed before short-listing.

# Employment (paid and unpaid)

Please use these pages to tell us about work experience or voluntary activity. Give the most recent first and cover at least the last ten years. Your present employer will not be approached without your permission.

## Current or last employer

Notice required:

Reason for leaving:

| Date to/from | Employer (name and address) | Position held and key responsibilities |
| --- | --- | --- |
|  |  |  |

## Previous employment

| Date to/from | Employer (name and address) | Position held and key responsibilities |
| --- | --- | --- |
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# Education(school, further education and higher education)

| Dates | Institution | Qualifications (course, level, grade) |
| --- | --- | --- |
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|  |  |  |

# Training – technical, professional, personal development

| Dates | Organisation | Qualifications |
| --- | --- | --- |
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# Supporting information

Please use this section to write about the particular skills and experience you feel will be useful to the Welfare Benefits Unit in the post you are applying for. Please describe clearly how you meet the essential and desirable criteria outlined in the Person Specification, giving practical examples.

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| --- |
|  |