Application Form

**POST APPLIED FOR: Communications Officer**

Please complete and return to Just for Kids Law via info@justforkidslaw.org

Please complete all questions as fully as possible. We can only shortlist you on the information you provide on the form. **CVs will not be considered.**

**We welcome applications from people with disabilities. If you are shortlisted, and have any particular access or other requirements, please contact Julie Bentley, Director of Finance and Resources who will be pleased to discuss this with you.**

Where did you see this advertised?

**PERSONAL DETAILS**

Title:

Surname:

First name(s):

Home Address:

Postcode:

Mobile tel:

Email:

Do you require a visa to work in the UK? (Please highlight yes or no)

Yes

No

Are there any restrictions on you taking up employment in the UK?

**EMPLOYMENT HISTORY**

Start with your present or most recent employer. It will be sufficient to briefly describe your duties and responsibilities, as you may wish to refer to these in more detail under the Experience and Skills section. Please include details of any voluntary work which may be relevant. Please continue on a separate page if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Current Employer** | **Job Title** | **Date** | **Main Responsibilities and Achievements** | **Reasons for leaving / Wanting to leave** | **Current Salary** |
| From  | To |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Previous employment** | **Job Title** | **Date** | **Main Responsibilities and Achievements** | **Reasons for leaving** |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|   |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**EDUCATION AND TRAINING**

**Education**

Please list your formal educational qualifications and any professional training undertaken relevant to this post. If gained in a country other than the UK please indicate at what level – e.g. A level equivalent.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educational Establishment** | **Subjects Studied** | **Qualification/Level** | **Date(s)** | **Results** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Professional Qualifications/Other relevant training**

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.

Course title (most recent first)

|  |  |  |
| --- | --- | --- |
| **Course Title** **(most recent first)** | **Qualification/Level** | **Date(s)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**SKILLS, EXPERIENCE AND ADDITIONAL INFORMATION SHEET**

In no more than 1,000 words, please let us know why you are applying for this post giving details of any relevant skills and experience which you might bring to the role. Read the person specification and job description before you answer this section as these documents outline the skills, knowledge and experience required for the role.

This is your opportunity to tell us why you feel you are a suitable candidate for this post. Remember to address all points in the person specification.

Ensure that the information you give is relevant to the advertised post. Illustrate your skills by referring to any experience – paid of voluntary work, personal or academic life.

**REFERENCES**

Please give the details of at least **two** referees who will be able to comment on your employment. One of these should be from your present or most recent employer (paid or voluntary work). These should not include relatives or purely personal friends. We will not take up references without your permission, or before interview. Employment is offered subject to receipt references which we find satisfactory.

**First Referee**

Name: Relationship to you:

Position:

Organisation:

Email address:

Telephone number:

**Second Referee**

Name: Relationship to you:

Position:

Organisation:

Email address:

Telephone number:

**Additional Referees**

 **DECLARATION**

I confirm that the information in this application form is correct. I understand that any false information or deliberate omissions which may impact upon or affect my ability to perform this role will disqualify me from employment or may render me liable for dismissal.

I understand that I will be asked to declare any convictions in line with my rights under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

I agree that the information I have supplied can be stored on computer or held manually in accordance with the Data Protection Act. Full details of our Privacy Policy can be found via <https://justforkidslaw.org/privacy-policy>

I consent to JFKL using and keeping information I have provided on this application form or elsewhere as part of the recruitment process and/or personal information supplied by third parties such as referees, relating to my application for the post specified. I consent to JFKL sharing my information with their HR advisers for the purposes of selection to the specified post.

I understand that the information provided will be used to make a decision regarding my suitability for employment and if successful the information will be used to form my personnel record and will be retained for the duration of my employment. If I am not successful, I understand that JFKL will retain the form for 6 months after completion of the recruitment process, after which time it will be destroyed. I agree that JFKL may contact me in the event of there being any other vacancies for which I may be suitable. We do continue to keep anonymous information for monitoring purposes principally to comply with anti-discrimination legislation.

Signed: Date:

JFKL is committed to working within the principles of equal opportunity and we value diversity. We encourage applications from people from all ethnic, cultural, religious and social backgrounds: in particular, people from BAME, LGBTQI+, etc. We strive to create a diverse working environment where anyone, regardless of background, can thrive.

**Please return this completed application form by 5pm 31st Au9ust 2020 to**

**info@justforkidslaw.org**

**If you have not heard from us by the 9th September you have not been selected for interview.**