Communications officer application form

CONFIDENTIAL

**Closing date for applications**: Midnight on Wednesday 13th November 2019.

**Interview date**: Wednesday 4th December 2019 in Wrexham.

Return this form along with your CV by email to Mrs Sue Williams: [office@tcc-wales.org.uk](mailto:office@tcc-wales.org.uk). CVs should include clear details of qualifications held and past work experience. We’ll confirm we’ve received your application within two working days.

Incomplete or handwritten applications will not be considered. Please feel free to add extra pages or lines to this form to ensure we have all the information we require.

Personal details

|  |  |
| --- | --- |
| Title |  |
| Name |  |
| Address |  |
| Email address |  |
| Home telephone number |  |
| Mobile telephone number |  |
| Where did you see the position advertised? |  |
| Do you currently have the right to work in the UK? |  |
| If your application is successful, would you require a work permit to take up this position? |  |
| How many hours a week would you like to work in this role? |  |
| Do you have any restrictions on the hours/days you can work? |  |
| Do you have a full driving licence and access to your own vehicle? |  |
| Do you have any unspent convictions under the terms of the Rehabilitation of Offenders Act 1974? If yes, please give details. |  |
| Do you consider yourself to have a disability or impairment? |  |
| If yes please provide details of any adjustments that would be required if invited to interview for this role. |  |

Please provide details of your current or most recent employment:

|  |  |  |
| --- | --- | --- |
| Employer |  | |
| Job title |  | |
| Location |  | |
| Dates employed | From: | To: |
| Key responsibilities |  | |
| Please state your period of notice (if applicable) |  | |

**Application questions**

**Guidance**: These questions are your chance to demonstrate to the recruitment panel that you meet each of the criteria specified, so please be thorough in your answers.

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| Please explain what it is about this specific post which interests you, and why you are applying for the position. |
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| Please tell us how your experience and skills meet the criteria listed in the person specification. (Please make sure you clearly demonstrate how you meet each one of the essential criteria, and any of the desirable criteria as applicable.) |
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| Any further information you would like to include, including any additional skills or experiences which you think would benefit this role. |
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**References**

Please provide details of two references; at least one should be a professional contact, preferably your most recent line manager. We won’t contact your references without first getting your consent. Where possible please provide an email address so references can be contacted without delay.

|  |  |
| --- | --- |
| Name (including title) |  |
| Job title/role |  |
| How is this person known to you? |  |
| Address |  |
| Email |  |
| Phone number |  |
| If invited to interview may we contact this person without informing you first? |  |

|  |  |
| --- | --- |
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