Community organiser application form

CONFIDENTIAL

**Closing date for applications**: Midnight on Sunday 25th August 2019.

**Interview date**: Wednesday 11th September 2019 in Wrexham.

Return this form along with your CV by email to Mrs Sue Williams: 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 |  |
| Contact number(s) |  |
| Where did you see the position advertised? |  |
| How many hours a week would you like to work in this role?\* |  |
| 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?  |  |
| 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.  |  |

\*We are happy to offer this position as between 30 and 37 hours a week. We will consider other flexible working arrangements, but please get in touch to discuss this with us before you apply.

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**

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 how you meet the requirements of the person specification listed under **experience.**  |
|  |

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| --- |
| Please tell us how you meet the requirements of the person specification listed under **skills.**  |
|  |

|  |
| --- |
| Please tell us how you meet the requirements of the person specification listed under **qualities.**  |
|  |

|  |
| --- |
| Please tell us how you meet the requirements of the person specification listed under **qualifications**.  |
|  |

|  |
| --- |
| Please tell us how you meet the requirements of the person specification listed under **other**.  |
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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.  |
|  |

**References**

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

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

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

END