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**Application form**

General information

Position applied for:

Name:

Address:

Postcode:

Telephone:

Email:

Where did you see or hear about this vacancy? Choose an item.

Please specify if appropriate option not listed in drop down:

**Education**

Give details of establishments attended and examinations passed (including grades), in chronological order starting with the most recent.

|  |  |  |
| --- | --- | --- |
| From/to | School/college/university | Courses followed/qualifications |
|  |  |  |

**Other relevant skills**

Include details such as languages you are able to speak or professional qualifications.

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|  |

Experience

Give details of any paid or voluntary experience that you feel is relevant to your application, in chronological order starting with the most recent.

|  |  |  |
| --- | --- | --- |
| From/to | Organisation and position | Responsibilities |
|  |  |  |
| When would you be able to take up the appointment? |

**Reasons for application**

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| --- |
| Outline below your reasons for applying for the post, your relevant experience and what you would bring to the job, taking into account the job description and person specification.  |

Please include three examples of your digital communications work.

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**Interests**

Include pastimes and membership of organisations or societies.

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**Referees**

Provide contact details for two referees, one of whom should be your current or most recent employer. Indicate if they can be contacted before interviews take place.

|  |  |
| --- | --- |
| Name: Occupation:Address: Postcode: Tel:Email: How does this person know you?Contactable before interview?  | Name: Occupation: Address:Postcode:Tel:Email: How does this person know you?Contactable before interview? |

**Declaration**

I confirm that to the best of my knowledge the information given on this form is true and correct and can be treated as part of any subsequent Contract of Employment. I confirm that I have the right to work in the UK.

|  |
| --- |
| Signed (print if via email): Date:  |

Please complete and save your application using the naming convention provided in and send to the email address stated, both of which are in the job pack. You should receive an auto response confirming receipt and directing you to our applicant monitoring survey, we would be grateful if you could complete the survey to help us to track how we are doing in attracting a diverse pool of candidates. This data will be anonymous.

If you do not receive the automated response, please contact Leslene Powell lpowell@green-alliance.org.uk