



# Communications Co-ordinator Job Application

Your suitability for short listing will be assessed by examining the information you include on your form against the requirements specified on the Person Specification and Job Description. These guidance notes are to help you complete the forms and take you through section by section.

**Personal Details** - This section asks for some basic details about yourself. Please fill in the details as requested.

**References** - Please give the names of two people who could be approached for references. At least one should be a recent employer. We will not contact referees prior to interview, or without your consent.

**Work Experience** - Please give details including a summary of your main duties and responsibilities. Previous Employment - Please give chronological details of your previous employment, including a summary of your main duties and responsibilities.

**Education, Training and Qualifications** - Please give as many details as you can about education, any training and/or qualifications you have which are relevant to the post.

**Further Information In Support Of Your Application** - This is your opportunity to give information about your abilities, experience, skills, knowledge and achievements from all areas of your life (e.g. home, work, leisure interests) that you believe will demonstrate how you meet the criteria contained in the person specification.

**Criminal Records Declaration Form** - This post requires an enhanced DBS check, please make sure you complete the Criminal Records Declaration.

**Equal Opportunities Monitoring Form** – This is an optional form found at the end of the main application form.

All information you submit will be treated confidentially.

**Application deadline is 5pm on Monday 19th September 2022**

**Full Name \***

First Name      Middle Name      Last Name

**Current Address \***

Street Address

Street Address Line 2

City                                  County

Post Code

**Email Address \***

example@example.com

**Phone Number \***

**How did you find out about this role? \***

## REFERENCES

Please give the names of two people who could be approached for references. At least one should be a recent employer. We will not contact referees prior to interview, or without your consent.

**Reference 1**

**Reference 2**

**Name**

**Job / Title**

**Organisation**

**Address**

**Telephone No**

**Email address**

**How are you known to them**

**Work Experience - Please give details of paid or unpaid work, with current/most recent employment first.**

Dates (to and from)	Employer	Job title & brief description of duties
1		
2		
3		
4		
5		
6		

**Education, training, qualifications - Please list schools or educational establishments attended, starting with secondary schools**

Dates (to and from)	School/College/University	Qualifications gained
1		
2		
3		
4		
5		
6		

**Please give details of any other qualifications and/or recent professional development**

Dates (to and from)	Organisation	Qualifications gained (as relevant)
1		
2		
3		
4		
5		
6		

**Further Information In Support Of Your Application** **Please outline the skills, knowledge and experience that make you suitable for this post. (No more than 1000 words)**  
**You will need to demonstrate that you meet the requirements outlined in the person specification. You should refer to your previous experience and achievements. \***

If you wish to send links to work please also list here0/1000



## CRIMINAL RECORDS DECLARATION FORM

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. We therefore ask you to complete the Criminal Records Declaration Form as fully as possible and return it with your application form. The only people who will see the information will be those directly involved in the recruitment process. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you have applied for and the relevance and circumstances of your offences.

**Have you ever been convicted by the courts or cautioned, reprimanded or given a final warning by the police? \***

YES

NO

**If Yes, please give brief details of offences, penalties and dates:**

As the applicant for the position I confirm that the details shown above are an accurate record of any criminal offences that may appear on my Criminal Records Disclosure.

**Name \***

First Name

Middle Name

Last Name

# EQUAL OPPORTUNITIES MONITORING FORM

Signals is committed to a policy of equality of opportunity in its practices. In order to help ensure that this policy is being effectively implemented, it would be a great help if you could complete the form below. The information you give will be treated as confidential and will be used only for the purpose of monitoring.

**Position applied for:**

**Gender \***

- Male
- Female
- Other
- Prefer not to say

**Prefer to identify as: \***

**Date of Birth**



Month Day Year



**Please tell us your ethnic origin \***

- Asian/ British - Indian
- Asian / British - Pakistani
- Asian/ British - Bangladeshi
- Asian / British - Chinese
- Any other Asian Origin
- Black / British - African
- Black / British - Caribbean
- Any other Black Origin
- White - British (English/Welsh/Scottish or Northern Irish)
- White - Irish
- White - Gypsy or Irish Traveller
- Any other white background
- Mixed ethnic origin - White and Black Caribbean
- Mixed ethnic origin - White and Black African
- Mixed ethnic origin - White and Asian
- Any other mixed ethnic group

**Disability - Do you consider yourself to have a disability? The Equality Act 2010 defines disability as a 'physical or mental impairment which has a substantial long term effect on a person's ability to carry out normal day to day activities' \***

- Yes
- No
- I Would prefer not to answer