# 

# **Application for employment as:**

Public Affairs Officer

**Closing date:** 9.00am on Monday 18 February 2019

**Interviews to be held on**: Friday 8 March 2019

**Please answer the questions on the form below, expanding the boxes or using supplementary sheets if required, and sign the declaration at the end.**

**Please send the completed form to** [emma.williams@wbg.org.uk](mailto:emma.williams@wbg.org.uk)

Please title your email Public Affairs Officer Application

**Family name:** **First names:**

**Address:**

**Preferred telephone:**

**Email:**

Please set out how you meet the requirements of the person specification in the boxes below:

**Communications**

|  |
| --- |
|  |

**Administration and events management**

|  |
| --- |
|  |

**Personal qualities**

|  |
| --- |
|  |

## **Employment History**

Please list your previous employment history and work experience relevant to this post

|  |  |  |
| --- | --- | --- |
| Date | Name and address of Employer | Position and key tasks |
|  |  |  |

## **Qualifications, education and training**

Please list your qualifications, education and training relevant to this post

## **Statement in support of your application**

Please describe the skills, knowledge and experience you have acquired that will enable you to carry out the duties of this post and meet the requirements of the person specification.

**If you consider yourself to have a disability please tell us if there are any reasonable adjustments we can make to assist you in your application or with our recruitment process**

**Do you need a work permit to work in the UK?**

**When can you start work for us?**

## **Flexible working**

## Please indicate below if you would like to take up this post as a job-share or would like flexible working arrangements

**References**

Please give the names and addresses of two persons as referees - other than relatives - who we can approach for references. We may contact referees if you are shortlisted to interview. Please indicate if you do not want us to make contact with a referee prior to interview.

I confirm that to the best of my knowledge the above information is correct.

Signature

Date

**Please send the completed form to** [emma.williams@wbg.org.uk](mailto:emma.williams@wbg.org.uk) by **9.00am on Monday 18 February 2019.**

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In line with GDPR legislation, we will only keep application and recruitment records on file for 6-12 months, then dispose of them securely. You may request a copy of any information the organisation holds about you during this time.