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# **Application for employment as:**

Head of Communications and Public Affairs

**Closing date:** 9am Monday 1 November 2021

**Interviews to be held on**: Wednesday 10 November 2021

**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** [recruitment@wbg.org.uk](mailto:recruitment@wbg.org.uk)

Please title your Head of Communications and Public Affairs 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. Please expand the boxes if necessary.

**Communications and Public Affairs Strategies**

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|  |

**Relationship building**

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| --- |
|  |

**Communication skills**

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| --- |
|  |

## **Management and Interpersonal skills**

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| --- |
|  |

**Commitment to aims of WBG**

|  |
| --- |
|  |

## **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** [**recruitment@wbg.org.uk**](mailto:recruitment@wbg.org.uk) **by 9.00am on** **Monday Ist November 2021. Please title your email Public Affairs Officer Application**

**Interviews to be held on Wednesday 10 November 2021**

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.